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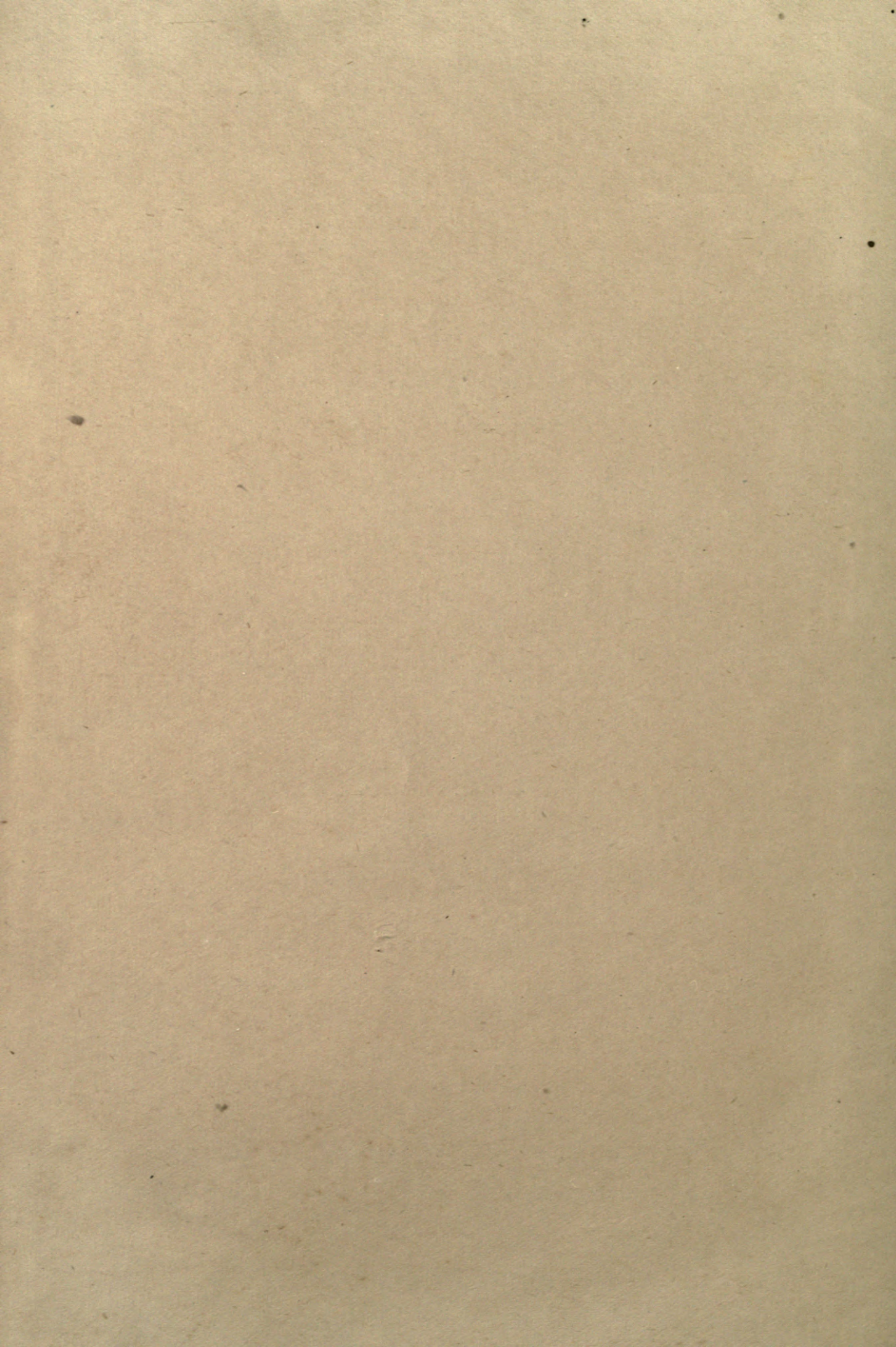
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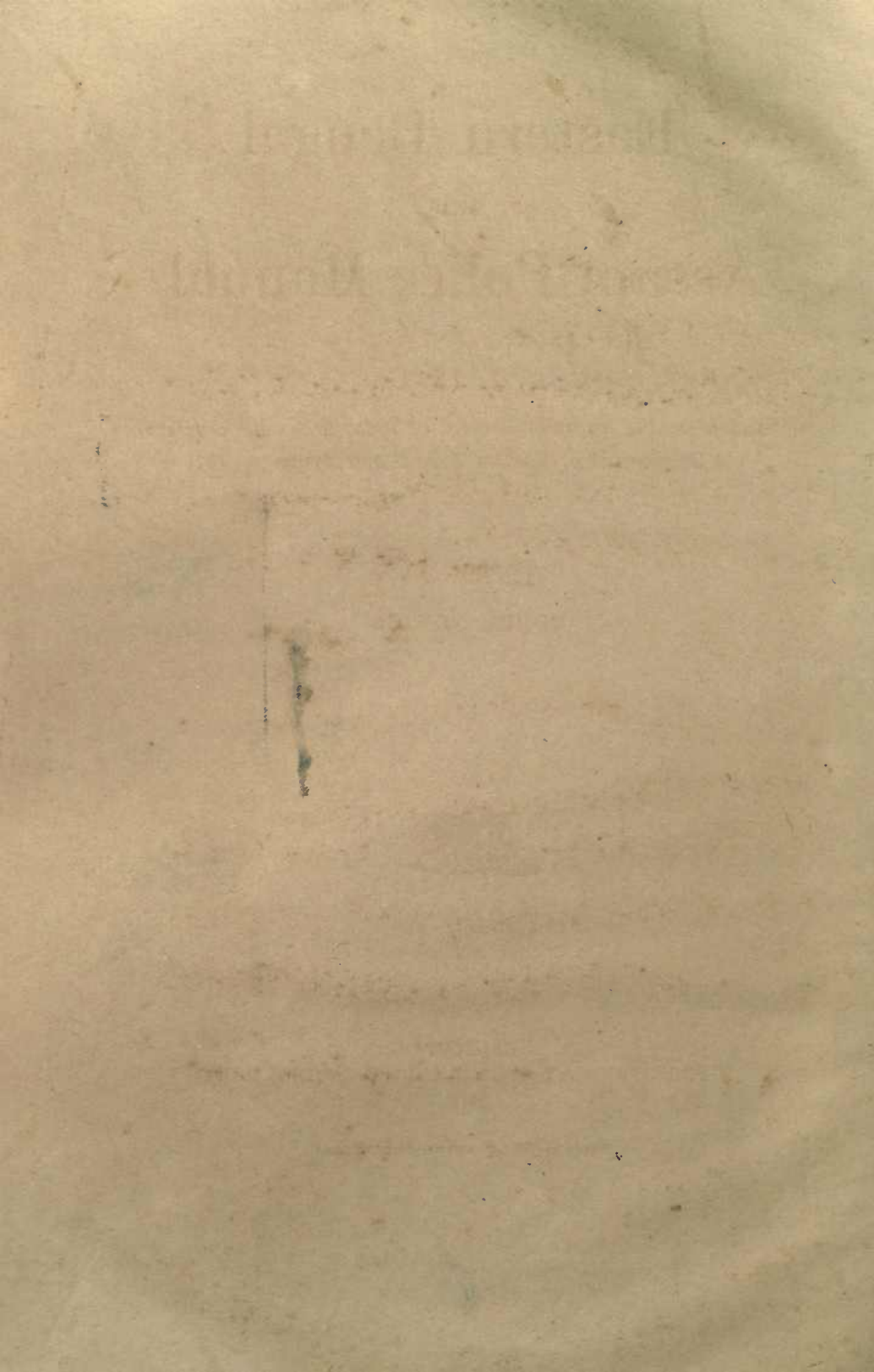
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# Eastern Bengal

AND

# Assam Police Manual

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*Prepared by the Inspector General of Police under the orders of  
the Government of Eastern Bengal and Assam in 1911*

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## PART IV

### COURT OFFICE



CALCUTTA  
SUPERINTENDENT GOVERNMENT PRINTING, INDIA  
1911

~~Printed by the Superintendent Government Printing, India~~



# Eastern Bengal AND Assam Police Manual

Prepared by the Inspector General of Police under the orders of  
the Government of Eastern Bengal and Assam in 1911

PART IV  
COURT OFFICER



ATLANTA  
SUPERINTENDENT GOVERNMENT PRINTING, INDIA  
1911



## REFERENCE TABLE.

TABLE I.—Showing where the rules of the Eastern Bengal and Assam Police Manual are to be found in the Bengal Police Code and Assam Police Manual.

*Abbreviations used in this table—* { Chap. = Chapter.  
App. = Appendix.

NOTE.—Opposite the number of each rule in the revised manual has been given the numbers of the corresponding rule in the old code or manual, even though owing to alterations made the rule no longer agrees exactly with the rule in the new manual.

Reference to Eastern Bengal and Assam Police Manual.	Reference to Bengal Police Code.	Reference to Assam Police Manual.
1	New . . . . .	New.
2	Chap. XV, rule 1 (b) . . . . .	Chap. XV, rules 1 (a), 4 (a) (i).
3	New . . . . .	New.
4	Chap. XV, rule 1 (e) . . . . .	New.
5	New . . . . .	New.
6	Chap. XV, rule 1 (d) . . . . .	Chap. XV, rule 1 (c).
7	„ „ „ 2 (a) . . . . .	„ „ „ 2 (a).
8	„ „ „ 2 (b) . . . . .	„ „ „ 2 (b).
9	New . . . . .	New.
10	Chap. XV, rule 2 (d) . . . . .	Chap. XV, rule 2 (d).
11	New . . . . .	New.
12	New . . . . .	New.
13	New . . . . .	New.
14	Chap. XV, rule 2 (i) . . . . .	New.
15	„ „ „ 2 (g) . . . . .	New.
16	New . . . . .	New.
17	Chap. XV, rule 3 (c) . . . . .	Chap. XV, rules 3 (d), 4 (b).
18	„ „ „ 3 (a) . . . . .	„ „ „ 3 (a), 4 (a) (ix).

TABLE I—continued.

Reference to Eastern Bengal and Assam Police Manual.	Reference to Bengal Police Code.	Reference to Assam Police Manual.
19	Chap. XV, rule 3 (g) (7)	Chap. XV, rule 4 (a) (v).
20	„ „ „ 3 (g) (8)	„ „ „ 4 (a) (vi).
21	New . . . . .	New.
22	Chap. XV, rule 3 (g) (9)	New.
23	„ „ „ 3 (h) (viii)	New.
24	„ „ „ 3 (h) (ix)	New.
25	New . . . . .	New.
26	Chap. XV, rule 3 (h) (x)	New.
27	New . . . . .	New.
28	New . . . . .	New.
29	Chap. XV, rule 3 (i)	Chap. XV, rule 4 (d), (e).
30	„ „ „ 3 (j) (I), (II)	New.
31	„ „ „ 5	Chap. XV, rule 6.
32	New . . . . .	New.
33	Chap. XV, rule 3 (g) (14) (15)	Chap. XV, rule 4 (a) (xi), (xii).
34	„ „ „ 3A (b)	New.
35	„ „ „ 3A (c)	New.
36	New . . . . .	New.
37	Chap. XV, rule 3 (g) (2), (5)	Chap. XV, rule 4 (a) (ii), (iii), (viii).
38	New . . . . .	New.
39	Chap. XV, rule 3 (g) (4), (6)	Chap. XV, rule 4 (a) (iv).
40	„ „ „ 3 (h) (xi)	New.
41	„ „ „ 3 (g) (10)	Chap. XV, rule 4 (a) (vii).
42	„ „ „ 28	„ „ „ 32.
43	„ „ „ 18 (f), (g)	„ „ „ 20 (a), (e), (f) (g).



TABLE I—*continued*.

Reference to Eastern Bengal and Assam Police Manual.	Reference to Bengal Police Code.	Reference to Assam Police Manual.
44	Chap. XV, rule 18 (c) . . .	Chap. XV, rule 20 (c).
45	" " " 18 (d) . . .	" " " 20 (d).
46	" " " 3 (l) (I) . . .	" " " 4 (g) (i).
47	" " " 3 (l) (II) . . .	" " " 4 (g) (ii).
48	New . . . . .	New.
49	Chap. XV, rule 3 (l) (III) to (VII)	Chap. XV, rule 4 (g) (iv) to (vi).
50	New . . . . .	" " " 4 (g) (vii).
51	Chap. XV, rule 3 (l) (VIII), (IX) .	" " " 4 (g) (viii).
52	" " " 3 (l) (xi) . . .	" " " 4 (g) (x).
53	" " " 3 (l) (x) . . .	" " " 4 (g) (ix).
54	" " " 3 (k) (VI) . . .	" " " 4 (f) (i), (vi).
55	" " " 3 (k) (II) . . .	" " " 4 (f) (ii).
56	" " " 3 (k) (ii) to (v) . . .	" " " 4 (f), (iii), (iv), (v).
57	" " " 13 (a) (3) & (4) . . .	New.
58	" " " 13 (d) . . .	New.
59	" " " 13 (e), (f) . . .	Chap. XV, rule 15 (b), (d).
60	" " " 13 (h) . . .	New.
61	" " " 13 (i), (j) . . .	Chap. XV, rule 15 (c), (f).
62	" " " 13 (m) . . .	" " " 15 (i).
63	New . . . . .	New.
64	Chap. XV, rule 14 (b) . . .	Chap. XV, rule 16 (b).
65	" " " 3 (h), (vii) . . .	" " " 4 (c), (f) (vii).
66	New . . . . .	New.
67	Chap. XV, rule 14 (h) . . .	Chap. XV, rule 16 (g).
68	" " " 14 (e), (c) . . .	" " " 16 (c), (f).

TABLE I—continued.

Reference to Eastern Bengal and Assam Police Manual.	Reference to Bengal Police Code.	Reference to Assam Police Manual.
69	Chap. XV, rule 14 (m) . . .	Chap. XV, rule 16 (l).
70	" " " 14 (o) . . .	" " " 16 (m).
71	" " " 14 (i) . . .	" " " 16 (h).
72	" " " 15 (a), (b) . . .	" " " 17 (a), (b).
73	" " " 15 (c) . . .	" " " 1 (b), 17 (c).
74	" " " 15 (e) . . .	" " " 17 (e).
75	" " " 15 (f), (g) . . .	" " " 17 (f).
76	" " " 15 (j) to (p) . . .	" " " 17 (g) (i) to (m).
77	" " " 16 (a) (I) . . .	" " " 18 (a).
78	" " " 16 (a) (II) . . .	New.
79	" " " 16 (a) (III), (IV), (VI).	New.
80	} New . . . . .	New.
81		
82	Chap. XV, rule 16 (a) (VII) . . .	} New.
83	" " " 16 (a) (VIII), (X) . . .	
84	" " " 16 (a) (X) . . .	
85	" " " 16 (a) (XI) . . .	
86	New.	New.
87	Chap. XV, rule 16 (a) (XII) (i) to (vi).	Chap. XV, rule 18 (b).
88	Chap. XV, rule 16 (a) (XII) (xi) . . .	New.
89	" " " 16A . . . . .	New.
90	} " " " 17 (a), (e), (f) . . .	Chap. XV, rule 19 (a), (e).
91		
92	" " " 17 (g) . . . . .	" " " 19 (f).
93	" " " 17 (h) . . . . .	" " " 19 (g).



TABLE I—continued.

Reference to Eastern Bengal and Assam Police Manual.	Reference to Bengal Police Code.	Reference to Assam Police Manual.
94	New. . . . .	New.
95	Chap. XV, rule 26 (a), (c) . . .	Chap. XV, rule 30 (a), (c).
96	" " " 29 . . .	" " " 33.
97	" " " 31 . . .	" " " 35.
98	" " " 32 . . .	" " " 36.
99	" " " 33 . . .	" " " 37.
100	List of registers, etc. . . .	List of registers, etc.
101	Chap. XV, rule 24 . . .	Chap. XV, rule 28.
102	" " " 6 (a) . . .	" " " 7 (a).
103	} " " " 6 (c) (u) . . .	" " " 7 (c), (l).
104		
105	" " " 6 (e) . . .	" " " 7 (e).
106	" " " 6 (f) . . .	" " " 4 (a) (iv), 7 (f).
107	" " " 6 (t), (u) . . .	" " " 7 (r), (s).
108	" " " 6 (d), (l), (o) to (s) and (v), (w) and (x).	" " " 7 (d), (k), (m) to (p), (l), (u).
109	New . . . . .	New.
110	Chap. XV, rule 8 (a), (f) . . .	Chap. XV, rule 10 (a).
111	" " " 8 (g), (i) . . .	New.
112	New . . . . .	New.
113	Chap. XV, rule 8 (b) . . .	Chap. XV, rule 10 (b), (f).
114	" " " 8 (c), (e) . . .	" " " 10 (c), (e).
115	New . . . . .	New.
116	Chap. XV, rule 9 (a) to (f), (m) . . .	Chap. XV, rule 11 (a) to (g), (m).
117	New . . . . .	New.
118	Chap. XV, rule 9 (l) . . .	Chap. XV, rule 11 (l).

TABLE I—*concluded.*

Reference to Eastern Bengal and Assam Police Manual.	Reference to Bengal Police Code.	Reference to Assam Police Manual.
119	Chap. XV, rule 9 (n) . . .	Chap. XV, rule 11 (n).
120	" " " 9 (h), (i), (j), (k) . . .	" " " 11 (h) to (k).
121	" " " 10 (a) . . .	" " " 12 (a).
122	" " " 10 (b) . . .	" " " 12 (b).
123	" " " 10 (c) . . .	" " " 12 (c).
124	" " " 10 (d) . . .	" " " 12 (d).
125	" " " 10 (e) . . .	" " " 12 (e).
126	} New . . . . .	{ New. Chap. XV, rule 12 (g).
127		
128	Chap. XV, rule 10 (h), (j), (k), (l) . . .	New.
129	" " " 10 (m) . . .	Chap. XV, rule 12 (m).
130	" " " 10 (o) . . .	" " " 12 (o).
131	" " " 10 (n) . . .	" " " 12 (n).
132	" " " 10 (p) . . .	" " " 12 (p) (iii).
133	" " " 10 (p) . . .	" " " 12 (p) (iii).
134	} " " " 10 (q) . . .	{ New.
135		
136	New . . . . .	
137	Chap. XV, rule 10A (a) and 13 (l)	Chap. XV, rule 15 (a) (i), (ii) and (h).
138	New . . . . .	New.
139	Chap. XV, rules 21, 22 . . .	Chap. XV, rules 23, 24.
140	" " " 20 . . . . .	Chap. XV, rule 22.
141	Chap. XV, rules 4, 12 . . .	Chap. XV, rules 5, 14.
142	" " " 34 (a), (b) . . .	} New.
143	" " " 34 (l) . . .	



## REFERENCE TABLE.

TABLE II—Showing where the rules of the Bengal Police Code are to be found in the Eastern Bengal and Assam Police Manual.

Abbreviations used in this table— { App.=Appendix.  
O.=Omitted.  
Chap.=Chapter.

NOTE.—Opposite the number of each rule in the Bengal Police Code has been given the number of the corresponding rule in the Eastern Bengal and Assam Police Manual even though owing to alterations made the rule no longer agrees exactly with the rule in the new manual.

Reference to Bengal Police Code.	Reference to Eastern Bengal and Assam Police Manual.	Reference to Bengal Police Code.	Reference to Eastern Bengal and Assam Police Manual.
Chap. XV, rule 1 (a)	0	Chap. XV, rule 3 (f)	0
" " " 1 (b)	2	" " " 3 (g) (1)	0
" " " 1 (c)	0	" " " 3 (g) (2)	37
" " " 1 (d)	6	" " " 3 (g) (3)	0
" " " 1 (e)	4	" " " 3 (g) (4)	39
" " " 1 (f)	0	" " " 3 (g) (5)	37
" " " 2 (a)	7	" " " 3 (g) (6)	39
" " " 2 (b)	8	" " " 3 (g) (7)	19
" " " 2 (c)	0	" " " 3 (g) (8)	20
" " " 2 (d)	10	" " " 3 (g) (9)	22
" " " 2 (e)	0	" " " 3 (g) (10)	41
" " " 2 (f)	0	" " " 3 (g) (11)	0
" " " 2 (g)	15	" " " 3 (g) (12)	18
" " " 2 (h)	0	" " " 3 (g) (13)	0
" " " 2 (i)	14	" " " 3 (g) (14)	33
" " " 3 (a)	18	" " " 3 (g) (15)	33
" " " 3 (b)	1	" " " 3 (h) (I, II, III, IV, V, VI).	0
" " " 3 (c)	0	" " " 3 (h) (VII)	65
" " " 3 (d)	0	" " " 3 (h) (VIII)	23
" " " 3 (e)	17		

TABLE II—continued.

Reference to Bengal Police Code.	Reference to Eastern Bengal and Assam Police Manual.	Reference to Bengal Police Code.	Reference to Eastern Bengal and Assam Police Manual.
Chap. XV, rule 3 (h) (IX)	24	Chap. XV, rule 6 (d)	108
" " " 3 (h) (X)	26	" " " 6 (e)	105
" " " 3 (h) (XI)	40	" " " 6 (f)	106
" " " 3 (i)	29	" " " 6 (g) to (k)	0
" " " 3 (j) (I), (II)	30	" " " 6 (l)	108
" " " 3 (j) (III)	0	" " " 6 (m)	0
" " " 3 (k) (I)	54	" " " 6 (n)	103
" " " 3 (k) (II)	55	" " " 6 (o) to (s) & (v), (w) & (x).	108
" " " 3 (k) (II) to V.	56		
" " " 3 (k) (VI)	54	" " " 6 (l) (v)	107
" " " 3 (l) (I)	46	" " " 7	0
" " " 3 (l) (II)	47	" " " 8 (a)	110
" " " 3 (l) (III) to (VII).	49	" " " 8 (b)	113
" " " 3 (l) (VIII), (IX).	51	" " " 8 (c)	114
" " " 3 (l) (X)	53	" " " 8 (d)	0
" " " 3 (l) (XI)	52	" " " 8 (e)	114
" " " 3A (a)	0	" " " 8 (f)	110
" " " 3A (b)	34	" " " 8 (g)	111
" " " 3A (c)	35	" " " 8 (h)	0
" " " 4	141	" " " 8 (i)	111
" " " 5	31	" " " 8 (j)	0
" " " 6 (a)	102	" " " 9 (a) to (f)	116
" " " 6 (b)	0	" " " 9 (h), (i), (j) & (k).	120
" " " 6 (c)	103 & 104	" " " 9 (l)	118
		" " " 9 (m)	116



TABLE II—continued.

Reference to Bengal Police Code.	Reference to Eastern Bengal and Assam Police Manual.	Reference to Bengal Police Code.	Reference to Eastern Bengal and Assam Police Manual.
Chap. XV, rule 9 (n)	119	Chap. XV, rule 13 (e) (f)	59
" " " 9A	0	" " " 13 (g)	0
" " " 10 (a)	121	" " " 13 (h)	60
" " " 10 (b)	122	" " " 13 (i) (j)	61
" " " 10 (c)	123	" " " 13 (k)	0
" " " 10 (d)	124	" " " 13 (l)	137
" " " 10 (e)	125	" " " 13 (m)	62
" " " 10 (f)	0	" " " 14 (a)	0
" " " 10 (h)	128	" " " 14 (b)	64
" " " 10 (i)	0	" " " 14 (c) (e)	68
" " " 10 (j), (k), (l).	128	" " " 14 (d) (f) (g)	0
" " " 10 (m)	129	" " " 14 (h)	67
" " " 10 (n)	131	" " " 14 (i)	71
" " " 10 (o)	130	" " " 14 (j), (k) (l)	0
" " " 10 (p)	132 & 133	" " " 14 (m)	69
" " " 10 (q)	131 & 135	" " " 14 (n)	0
" " " 10A (a)	137	" " " 14 (o)	70
" " " 10A (b)	0	" " " 15 (a), (b)	72
" " " 11	0	" " " 15 (c)	73
" " " 12	141	" " " 15 (d)	0
" " " 13 (a) (1) & (2).	0	" " " 15 (e)	74
" " " 13 (a) (3) & (4).	57	" " " 15 (f) (g)	75
" " " 13 (b) (c)	0	" " " 15 (h) (i)	0
" " " 13 (d)	58	" " " 15 (j) to (p)	76

TABLE II—*concluded*.

Reference to Bengal Police Code.	Reference to Eastern Bengal and Assam Police Manual.	Reference to Bengal Police Code.	Reference to Eastern Bengal and Assam Police Manual.
Chap. XV, rule 15 (g) to (u)	0	Chap. XV, rule 18 (f), (g)	43
" " " 16 (a) (I)	77	" " " 19	0
" " " 16 (a) (II)	78	" " " 20	140
" " " 16 (a) (III) (IV), (VI)	79	" " " 21	} 130
" " " 16 (a) (V)	0	" " " 22	
" " " 16 (a) (VII)	82	" " " 23	0
" " " 16 (a) (VIII) (IX)	83	" " " 24	101
" " " 16 (a) (X)	84	" " " 25	0
" " " 16 (a) (XI)	85	" " " 26 (a), (c)	95
" " " 16 (a) (XII) (i) to (viii)	87	" " " 26 (b)	0
" " " 16 (a) (XII) (ix) & (x)	0	" " " 27	0
" " " 16 (a) (XII) (xi)	88	" " " 28	42
" " " 16 (A)	89	" " " 29	96
" " " 17 (a), (e), (f)	90 & 91	" " " 30	0
" " " 17 (b), (c), (d)	0	" " " 31	97
" " " 17 (g)	92	" " " 32	98
" " " 17 (h)	93	" " " 33	99
" " " 18 (a)	43	" " " 33A	0
" " " 18 (b)	0	" " " 34 (a), (b)	142
" " " 18 (c)	44	" " " 34 (c) to (k)	0
" " " 18 (d)	45	" " " 34 (l)	143
" " " 18 (e)	0	" " " 35	0
		" " " 35A	0
		" " " 36	0



## REFERENCE TABLE.

Table III—Showing where the rules of the Assam Police Manual are to be found in the Eastern Bengal and Assam Police Manual.

Abbreviations used in this table— { App. = Appendix.  
O. = Omitted.  
Chap. = Chapter.

NOTE.—Opposite the number of each rule in the Assam Police Manual has been given the numbers of the corresponding rule in the Eastern Bengal and Assam Police Manual, even though owing to alterations made the rule no longer agrees exactly with the rule in the new manual.

Reference to Assam Police Manual.	Reference to Eastern Bengal and Assam Police Manual.	Reference to Assam Police Manual.	Reference to Eastern Bengal and Assam Police Manual.
Chap. XV, rule 1	0	Chap. XV, rule 4 (a) (iv)	39 & 106
„ „ „ 1 (a)	2	„ „ „ 4 (a) (v)	19
„ „ „ 1 (b)	73	„ „ „ 4 (a) (vi)	20
„ „ „ 1 (c)	6	„ „ „ 4 (a) (vii)	41
„ „ „ 1 (d)	0	„ „ „ 4 (a) (viii)	37
„ „ „ 2 (a)	7	„ „ „ 4 (a) (ix)	18
„ „ „ 2 (b)	8	„ „ „ 4 (a) (x)	0
„ „ „ 2 (c)	0	„ „ „ 4 (a) (xi)	33
„ „ „ 2 (d)	10	„ „ „ 4 (a) (xii)	
„ „ „ 2 (e)	0	„ „ „ 4 (b)	17
„ „ „ 2 (f)	0	„ „ „ 4 (c)	65
„ „ „ 2 (g)	0	„ „ „ 4 (d) & (e)	29
„ „ „ 3 (a)	18	„ „ „ 4 (f) (i)	54
„ „ „ 3 (b)	1 (b)	„ „ „ 4 (f) (ii)	55
„ „ „ 3 (c)	0	„ „ „ 4 (f) (iii), (iv) & (v)	56
„ „ „ 3 (d)	17	„ „ „ 4 (f) (vi)	54
„ „ „ 3 (e)	0	„ „ „ 4 (f) (vii)	65
„ „ „ 4 (a) (i)	2	„ „ „ 4 (g) (i)	46
„ „ „ 4 (a) (ii)	37	„ „ „ 4 (g) (ii)	47
„ „ „ 4 (a) (iii)	37		

TABLE III—continued.

Reference to Assam Police Manual.	Reference to Eastern Bengal and Assam Police Manual.	Reference to Assam Police Manual.	Reference to Eastern Bengal and Assam Police Manual.
Chap. XV, rule 4 (g) (iii)	0	Chap. XV, rule 10 (b)	113
„ „ „ 4 (g) (iv) to (vi)	49	„ „ „ 10 (c)	114
„ „ „ 4 (g) (vii)	50	„ „ „ 10 (d)	0
„ „ „ 4 (g) (viii)	51	„ „ „ 10 (e)	114
„ „ „ 4 (g) (ix)	53	„ „ „ 10 (f)	0
„ „ „ 4 (g) (x)	52	„ „ „ 10 (g)	113
„ „ „ 5 . .	141	„ „ „ 10 (h)	0
„ „ „ 6 . .	31	„ „ „ 11 (a) to (g)	116
„ „ „ 7 (a) .	102	„ „ „ 11 (h) to (k)	120
„ „ „ 7 (b) .	0	„ „ „ 11 (l)	118
„ „ „ 7 (c) .	103 and 104	„ „ „ 11 (m)	116
„ „ „ 7 (d) .	108	„ „ „ 11 (n)	119
„ „ „ 7 (e) .	105	„ „ „ 11 (o)	0
„ „ „ 7 (f) .	106	„ „ „ 12 (a)	121
„ „ „ 7 (g) to (j)	0	„ „ „ 12 (b)	122
„ „ „ 7 (k) . .	108	„ „ „ 12 (c)	123
„ „ „ 7 (l) . .	103	„ „ „ 12 (d)	124
„ „ „ 7 (m) to (p)	108	„ „ „ 12 (e)	125
„ „ „ 7 (r) and (s).	107	„ „ „ 12 (f)	0
„ „ „ 7 (t) and (u).	108	„ „ „ 12 (g)	127
„ „ „ 7 (v), (w), (x).	0	„ „ „ 12 (h), (i), (j), (k), (l).	0
„ „ „ 8 . .	0	„ „ „ 12 (m)	129
„ „ „ 9 . .	0	„ „ „ 12 (n)	131
„ „ „ 10 (a) .	110	„ „ „ 12 (o)	130



TABLE III—continued.

Reference to Assam Police Manual.		Reference to Eastern Bengal and Assam Police Manual.	Reference to Assam Police Manual.		Reference to Eastern Bengal and Assam Police Manual.
Chap. XV, rule	12 (p), (i) (ii).	0	Chap. XV, rule	17 (d)	0
" " "	12 (p), (iii).	132 and 133	" " "	17 (e)	74
" " "	13 . .	0	" " "	17 (f)	75
" " "	14 . .	141	" " "	17 (g), (i) to (m)	} 76
" " "	15 (a), (i) (ii).	137	" " "	17(n) to (p)	0
" " "	15 (a) (iii) to (v).	0	" " "	18 (a)	77
" " "	15 (b), (d)	59	" " "	18 (b)	87
" " "	15 (c)	0	" " "	19 (a), (e)	90 and 91
" " "	15 (e), (f)	61	" " "	19 (b),(c),(d)	0
" " "	15 (g)	0	" " "	19 (f)	92
" " "	15 (h)	137	" " "	19 (g)	93
" " "	15 (i)	62	" " "	20 (a)	43
" " "	16 (a)	0	" " "	20 (b)	0
" " "	16 (b)	64	" " "	20 (c)	44
" " "	16 (c)	68	" " "	20 (d)	45
" " "	16 (d), (e)	0	" " "	20(e),(f),(g)	43
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" " "	16 (g)	67	" " "	22 . .	140
" " "	16 (h)	71	" " "	23 . .	} 139
" " "	16 (i)(j)(k)	0	" " "	24 . .	
" " "	16 (l)	69	" " "	25 . .	} 0
" " "	16 (m)	70	" " "	26 . .	
" " "	17 (a) (b)	72	" " "	27 . .	
" " "	17 (c)	73	" " "	28 . .	101
			" " "	29 . .	0

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Chap. XV, rule 30 (a) .	95	Chap. XV, rule 33 . .	96
„ „ „ 30 (b) .	0	„ „ „ 34 . .	0
„ „ „ 30 (c) .	95	„ „ „ 35 . .	97
„ „ „ 31 . .	0	„ „ „ 36 . .	98
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LIST OF ABBREVIATIONS USED IN PART IV OF THE EASTERN  
BENGAL AND ASSAM POLICE MANUAL.

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Astt. S. P. and Astt. Ss. P.	•	For	Assistant Superintendent of police and plural.
Cir. and Cirs.	•	•	Circular and plural.
Const. and Consts.	•	•	Constable and plural.
Cr. P. C.	•	•	Criminal Procedure Code.
C. I. D.	•	•	Criminal investigation department.
D. I. G. and D. Is. G.	•	•	Deputy Inspector General and plural.
Dy. S. P. and Dy. Ss. P.	•	•	Deputy Superintendent of police and plural.
Dept.	•	•	Department.
F. P. B.	•	•	Finger Print Bureau.
Govt.	•	•	Government.
I. P. C.	•	•	Indian Penal Code.
Insp. and Insp.	•	•	Inspector and plural.
I. G. P.	•	•	Inspector General of police.
Memo. and Memos.	•	•	Memorandum and plural.
Notifn.	•	•	Notification.
O/C. and Os/C.	•	•	Officer in charge and plural.
O. P. and O. Ps.	•	•	Out post and plural.
P. S. and P. Ss.	•	•	Police station and plural.
P. R.	•	•	Police registered.
P. R.	•	•	Police registered prisoners to be transferred before release.
T.			
Ry.	•	•	Railway.
Regln. and Reglus.	•	•	Regulation and plural.
§ and §§	•	•	Section and plural.
Sub-Insp. and Sub-Insp.	•	•	Sub-Inspector and plural.
S. P. and Ss. P.	•	•	Superintendent of police and plural.





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# Eastern Bengal and Assam Police Manual.

## PART IV.

### COURT OFFICE.

#### PROSECUTING STAFF. (RULES 1 TO 5.)

1. **Prosecuting staff.**—The Prosecuting staff of each district consists of:—(a) The public prosecutor who conducts prosecutions before the sessions court and in important cases before the magistrates. All Govt. pleaders are *ex-officio* public prosecutors, but in some districts and in certain sub-divisions another pleader or advocate is appointed to be public prosecutor, and relieves the Govt. pleader of the conduct of prosecution ;

(b) An Insp. or Sub-Insp. of police at the head-quarters station of every district, and a Sub-Insp. at the head-quarters of each sub-division.

These officers are styled court officers. The court officer at the sadar station has a staff of Sub-Insp. or head Consts. to assist him in the prosecution of cases of minor importance in magistrates' courts.

Under the provisions of § 495 of the Cr. P. C. the local Govt. has declared that police officers not below the rank of Sub-Insp. shall conduct prosecutions.

2. **Relation of court officer to superior police officers.**—The court officer at the head-quarters station is directly subordinate to the S. P. The court officer at sub-divisions will work in subordination to the circle Insp. and sub-district police officer who are responsible to the S. P. for the working of the police in his circle or sub-district.

3. **Criticism of judicial work.**—All court officers must observe the instructions given in rule I. 56, and should occasion arise for them to draw attention to what appears to them a judicial error or irregularity on the part of a magistrate they must do so in temperate and respectful language.

4. **Court officer required to pass examination in law.**—No officer will ordinarily be appointed to hold charge of a court office unless he has passed the examination in law and procedure prescribed for Insp. of police (*vide* rule V. 31). An entry will be made in the service sheet and gradation list of officers who have passed the examination to the effect that they are competent for employment as court officers.

**5. Court officer to have knowledge of finger print system.**—Every court officer should have a thorough knowledge of the system of finger prints. No court officer will be promoted until he holds a certificate of proficiency in this subject.

### PROSECUTION OF CASES. (RULES 6 TO 22.)

**6. Chief duty of court officer is to prosecute cases.**—The chief duty of the court officer is the careful prosecution of cases. To enable him to do this efficiently he must make himself thoroughly acquainted with the contents of the case diaries and with all particulars connected with those cases.

**7. Prosecution of non-cognizable cases and cases under § 353, I. P. C.**—Prosecutions for non-cognizable offences should not as a rule be conducted by the court staff without the previous permission of the S. P. Proceedings under § 353, I. P. C. should also not ordinarily be taken without the sanction of the S. P. when the public servant assaulted is a police officer.

**8. Cases against police officers to be reported to the S. P.**—The court officer will inform the S. P. whenever a complaint, cognizable or non-cognizable, is made against a police officer.

**9. Report of criminal charges against ex-reformatory school boys.**—The court officers will report to the S. P. all cases in which ex-reformatory school boys are concerned, but which do not result in their imprisonment, *e.g.*, cases in which a sentence of whipping is inflicted or where the benefit of the doubt is given, or cases in which the evidence is insufficient for conviction. (Vide *G. O. No. 1505-J., dated the 27th April 1909.*)

**10. Prosecution of police officers under Act V of 1861.**—No prosecution of a police officer under § 29, Act V of 1861, shall be instituted except under orders of the District Magistrate or S. P. The court officer shall be responsible for the prosecution of such cases.

**11. Prosecution of cases under § 109, Cr. P. C.**—The court officer on receipt of an accused person arrested under § 55, Cr. P. C., with a view to proceedings under § 109, Cr. P. C., will at once adduce before the magistrate evidence to prove the circumstances which justified the arrest. It is to be observed that this evidence, if believed, is sufficient to justify the initiation of proceedings and no more evidence is essentially necessary for this purpose. But it will be the duty of the court officer to see that there is no delay in producing the further evidence required to prove identity, and the character or antecedents of the accused person, etc. The examination of witnesses to prove the reasons for the arrest must not, however, be delayed pending enquiries on these points.

**12. Court officer responsible for orders under § 106, Cr. P. C.**—Section 106, Cr. P. C., lays down the offences on conviction for which an order for security to keep the peace may be passed. Court officers are specially enjoined to see that in all cases of riot arising from a dispute about land and in all cases in which the cause of friction is likely to



recur, an application should be made to the magistrate for an order under § 106, Cr. P. C., binding down the persons convicted.

**13. Court officer responsible for orders under § 565, Cr. P. C.—**The court officer should move the court for an order under § 565, Cr. P. C., in the case of all offenders who have been previously convicted of offences under chapters XII and XVII, I. P. C., punishable with imprisonment for three years or upwards. Such previous conviction or convictions must first be established to the satisfaction of the court and set out in the charge, as required by § 221, clause (vii), Cr. P. C.

**14. Prosecution under § 101, railways Act.—**No prosecution for an offence under § 101 of the Indian Railways Act (IX of 1890) shall be instituted by a police officer without the sanction of the Superintendent of the Ry. police concerned, which shall be communicated, immediately it is accorded, to the Agent or the Manager of the Ry. Police. Reports in Ry. accident cases as well as all other police papers connected with railways should be submitted to the magistrate through the court officer and not direct. (*Vide Cir. No. 12 of 1909*).

**15. Excise and opium cases.—**On the institution of any excise or opium cases sent up by the police without the cognizance of the Collector the court officer should at once inform him so that the excise Dept. may, if they choose, watch the proceedings. The procedure as to prosecution by court officers will be the same as in other police cases. But in excise cases sent up by excise officers the following procedure should be followed :—

(a) In cases in which the employment of an officer to prosecute is not considered necessary, the excise officer, though not formally prosecutor, will assist the court.

(b) In cases in which the employment of an officer is considered necessary by the Collector or Deputy Commissioner or Sub-Divisional Officer, or in his absence by the senior officer in charge of his office, the court police should undertake the prosecution, except when the case is of such importance or intricacy that it is considered necessary to engage a pleader.

**16. Rewards under opium, excise and other Acts.—**Rewards can be granted for successful detection of cases under certain §§ of the following special Acts :—

(i) Indian Opium Act, I of 1878.

(ii) Eastern Bengal and Assam Excise Act, I of 1910.

(iii) Assam Forest Regulation, VII of 1897.

(iv) Indian Arms Act, XI of 1878.

(v) Indian Gambling Act, III of 1867, and Bengal Act II of 1867 (Gambling).

(vi) Indian Explosives Act, IV of 1884, as amended by Act VI of 1908.

(vii) Bengal Registration of Births and Deaths Act, IV of 1873.

It is the duty of the court officer, when the circumstances are appropriate, to bring the rules connected with the distribution of

rewards to the notice of the convicting magistrate and to apply for the authorised rewards on behalf of the police officers concerned.

**17. Employment of Govt. pleader in magistrate's court.**—The S. P. should apply to the Magistrate of the district to retain the services of the Govt. pleader, or other local pleader, for the prosecution of important cases in magistrate's courts or to support an important appeal before the District Magistrate. The court officer or other police officer acquainted with the case should, if necessary, be present to assist the pleader throughout the case.

**18. Duty of S. P. in the prosecution of cases.**—The S. P. and his Assistant, where he has one, should themselves take an active and personal interest in the prosecution of cases of all kinds. It will often be useful for him to be present at the trial of important police cases whether with magistrate or with sessions court. No important case should go to the sessions for trial, which the S. P. has not personally mastered and carefully discussed with the Govt. pleader and investigating officer.

**19. Distribution of cases amongst magistrates.**—The S. P. must see that the court officer does not burden himself with more cases than he can properly manage, and when necessary, must move the District Magistrate to arrange work so that not more than one case to be prosecuted by the court officer is called up by the different courts at one time.

**20. Prosecution by court officer on order of the trying magistrate.**—When on a case coming before the trying magistrate it appears to him that the court officer should prosecute personally the magistrate will order him to prosecute, and the court officer will communicate the order to the S. P. If the S. P. considers that the employment of the court officer in the case is unnecessary he will refer the question for the orders of the District Magistrate.

**21. Prosecution of Ry. cases.**—Under § 145 of the Indian Railways Act, all Govt. Ry. police officers have been authorized by the Agent or Manager to conduct the prosecution of Ry. cases.

Under this authority a Ry. police officer may prosecute notwithstanding that he has taken part in the investigation of the offence under trial.

The Ry. police staff will ordinarily prosecute in Ry. cases but, if they ask for the assistance of the district prosecuting staff, the District Magistrate will, if possible, comply with the request.

**22. Court officer's daily under-trial report.**—A statement in form No. 123 of schedule XL (A) will be submitted daily to the S. P. by the court officer who will fill in the first 4 columns on his arrival in court and send it to the S. P. The S. P. on arrival in office will return it after seeing that all cases are being conducted by prosecuting officers and that the senior prosecutor is conducting the most important cases. On the following day the court officer will fill in the remaining columns and will resubmit it, together with the current day's report. In forwarding the former the S. P. should invite the District Magistrate's attention to any sentence which is, in his opinion,



inadequate, to any matter requiring special attention and to any cases which have been remanded too often. In sub-divisions the same procedure will be adopted *mutatis mutandis*, the report being dealt with by the Insp. when he is at head-quarters, and forwarded to the S. P. by him. In the Insp.'s absence it will be forwarded to the S. P. by the court officer direct.

### APPEALS AND WITHDRAWAL OF CASES. (RULES 23 TO 28.)

**23. Appeals to High Court and to sessions.**—When an appeal is preferred to the High Court against the orders of a sessions Judge in a serious case, such as *dakaity*, murder, drugging, etc., the S. P. should bring the fact to the notice of the District Magistrate, and request him to move the Legal Remembrancer to support the conviction in the High Court, setting forth the special grounds that make such a course desirable. Unless otherwise instructed by the magistrate, the public prosecutor is required to appear in all appeals before the sessions Judge in which the appellant is represented by a pleader or counsel. The S. P. should bring to the notice of the magistrate any other cases in which he considers it desirable that the Crown should be represented. He should also report for the orders of the magistrate any case in which the public prosecutor fails to appear though required to do so by rule or specific instructions, or in which he considers that the conviction has not been supported properly.

**24. S. P. responsible that Govt. pleader is fully instructed.**—The S. P. is responsible that the Govt. pleader is properly briefed, and will communicate with him in all important criminal cases in which the Crown is interested and in which an application for bail, if made, should be opposed. He should frequently, in personal interview, satisfy himself that the Govt. pleader receives all the aid he needs to enable him to prosecute successfully. If the Govt. pleader requires the presence of particular officers acquainted with the facts of the case these officers should be brought in; it is above all essential that the Govt. pleader should master the facts of the case in good time, so that if further evidence in his opinion is required upon any particular point, a reference may be made to the magistrate with a view to its being obtained before the case comes on for trial.

**25. Appeals by Govt.**—District Magistrates will give immediate notice to the S. P. of all appeals preferred by Govt. and all applications for revision of sentence in which the High Court issues a rule or when an explanation is called for by the court of sessions, and act in concert with him in such cases. (Vide *Cir. Memo. No. 14 of 1907*.)

**26. Withdrawal of sessions cases.**—Govt. pleaders, who are *ex-officio* public prosecutors, should refer to district officers before exercising the powers conferred upon them by § 494 of the Cr. P. C., 1898, to withdraw from prosecutions, and district officers should consult Ss. P. before agreeing to the withdrawal of cases committed to sessions.

The Superintendent and Remembrancer of legal affairs has instructed public prosecutors to refer, wherever possible, to the district

officer concerned, and to follow his instructions, moving the sessions Judge if necessary for a postponement in order to enable him to do so. (*G. O. No. 2133-34-J., dated 6th May 1903.*)

**27. Withdrawal of cases before magistrate.**—Although any police officer conducting a prosecution with the permission of a magistrate, is authorised by § 495 (2), Cr. P. C., to withdraw from the prosecution of any case in magistrate's courts, he should not do so without the orders of the S. P.

**28. Appeals against acquittal and application for further enquiry.**—Under § 437, Cr. P. C., the District Magistrate has authority to direct further enquiry into the case of any accused person who has been improperly discharged. In a case of acquittal where there has been miscarriage of justice of a grave nature, the local Govt. will have to be moved to direct the public prosecutor to present an appeal to the High Court against the order of acquittal under § 417, Cr. P. C. Whenever the S. P. thinks that an appeal against an acquittal is necessary in the interests of justice and would be successful, he should promptly send the District Magistrate a full note on the case to enable that officer to decide whether he will address the Govt. or not. The S. P. should also report all strikingly inadequate punishments at once to the District Magistrate.

A further enquiry cannot be ordered in the case of a person who has been proceeded against under § 110, Cr. P. C., and discharged.

### INSTRUCTION REGARDING EVIDENCE. (RULES 29 TO 36.)

**29. Production of diaries.**—Every page of the case diaries and any connected papers received with them must be stamped with the date immediately on receipt in the court office. The case diaries may be sent for and referred to by any criminal court; but the accused and his agent are not entitled to call for or to see them unless the police officer uses them to refresh his memory, or the court uses them to contradict the witness.

Care must be taken that case diaries called for by the court under § 172, Cr. P. C., but not put in as evidence, are not attached to the record, and that they are returned by the court as soon as done with. *Mutatis mutandis*, the same instructions will apply to any reports of a confidential nature, not admitted in evidence, the publication of which is obviously undesirable.

**30. Statement of witnesses under § 161, Cr. P. C.**—Statements of witnesses recorded by the police under § 161, Cr. P. C., should be kept distinct from the case diary and any other police papers of the case. The date of receipt in the court office should be stamped on every page immediately on receipt and they should be kept in secure custody unless their production is required by a court competent to demand them. Thus when any court sends for the police diaries, only the diary recorded under § 172 is to be sent, and not the statements of witnesses recorded under § 161 unless the production of these latter is required by a court



legally competent to demand it. For rules of evidence applicable, see rule V. 129. All court officers should commit to memory the instruction contained in that rule regarding case diaries recorded under § 172, and statements of witnesses recorded under § 161, Cr. P. C.

**31. Interviewing convicts.**—With reference to the instructions given in rule I. 105 it is most important that the court officer should at once report to the S. P. when he thinks a convicted prisoner can be interviewed with advantage.

**32. Value of confession as evidence.**—Every confession which a person in police custody wishes to make should be recorded by the highest magistrate short of the District Magistrate who can be reached in a reasonable time.

**33. Witnesses to house search.**—Upon receipt in the court office of the list of property found on a search made under § 103 or 165, Cr. P. C. (see rule V. 123), the date of receipt will at once be stamped on it.

The police have no power under the law to compel the attendance of witnesses to a search but if any court appears to entertain doubts regarding the identity of the articles given in the list of properties the prosecuting officer should request the court to summon the witnesses to the search.

**34. Application for conditional pardon.**—All applications for conditional pardon of approvers should be made in form No. 4 of schedule XL(A) (see rule I. 106).

**35. Finger prints and photographs of approvers.**—Approvers in important cases should have their photographs and finger prints (3 sets) taken without delay. There have been many cases of approvers absconding at important stages of an investigation or trial.

**36. Despatch of manuscripts to the handwriting expert.**—Instructions for the guidance of police and other officers for sending documents for examination by the Govt. expert in handwriting will be found in G. O. No. 1234-51-J., dated the 5th April 1909.

Instructions for obtaining expert opinion on arms, ammunition, and weapons in heinous cases are laid down in paragraph 567 of the confidential supplement to the police gazette, dated 18th May 1911. It should be impressed on all investigating officers that there should be no hesitation in having recourse to the assistance of an expert in any subject and, when such opinion is deemed necessary, the D. I. G. in charge of the C. I. D. should be consulted.

## INSTRUCTION REGARDING CERTAIN POLICE PAPERS AND RECORDS. (RULES 37 TO 42.)

**37. Concise memoranda.**—Investigating officers are required by rule V. 130 to despatch the charge sheet form with the original file of case diaries to the court officer in time to reach him at least one day before the date fixed for the trial of the case. The court officer shall mark the charge sheet, every page of the case diaries, and every other

paper of the case with his office date stamp immediately on receipt. He will return the original file of case diaries to the investigating officer when the case is finally disposed of.

On receipt of each charge sheet form the court officer will submit (through the circle Insp. when that officer is at head-quarters) to the S. P. a concise memorandum in form No. 124 of schedule XL(A) showing the date on which the investigation was closed, the main features of the case, the points to be proved, the evidence to prove them and the name of the officer who will prosecute or watch the case.

If the case is to be prosecuted by a junior Sub. Insp. or by a head Const., the court officer, after preparation of the concise Memo., will make over the charge sheet and other connected papers to him with such instructions as may be necessary to enable him to prosecute the case.

**38. Précis to be prepared of false cases.**—In every case found to be false the court officer should prepare a brief précis of the facts of the case and a list of witnesses who will prove the case false, with a short statement of the facts which each will prove and a note of any further evidence which may be procurable. This information can be obtained from the diaries of the investigating officer, and, if the case has been tried by a magistrate, from the deposition of the witnesses in the court. The papers should be submitted to the magistrate who dealt with the original case for the record of his opinion whether a prosecution should be instituted or not, and then sent to the District Magistrate for orders. The S. P. will see that the précis is well and intelligently prepared and should do his best to ensure that every case in which there is sufficient evidence to justify a prosecution, is taken into court. If the information given in the case diary is not sufficient, further enquiry should be ordered.

**39. Disposal of charge sheet and final report forms.**—Charge sheets will be laid before the magistrate as they come in by the officer who will prosecute or watch the case. At sadar the junior Sub-Insp. or senior court head Const. will lay final report forms before the magistrate and obtain his orders in the general register. In sub-divisions this duty will devolve upon the court officer. Final report forms will not be submitted for the orders of the magistrate until they have been subjected to the scrutiny of the circle Insp.

**40. Judgments in gang cases to be sent to C. I. D.**—The S. P. should obtain copies of judgments in gang cases and send them to the C. I. D. as soon as possible after their delivery.

**41. Custody of case diaries and other police papers.**—All case diaries, including statements recorded under § 161, Cr. P. C. and any other papers connected with cases, will invariably be regarded as confidential and kept under lock and key in a secure box or locked almirah until the case to which they relate is finally disposed of by the orders of the magistrate or the judge, and an appeal, if preferred, has been decided, or the period allowed for appeal has expired. Each prosecuting officer will, for this purpose, be supplied with a box or almirah with a good lock. No head Const., Const. or outsider shall be allowed to see



the case diaries unless duly authorized by the S. P. All covers containing case diaries will be superscribed with the words "case diaries" and will be opened only by the court Sub-Insp. or court Insp. or any person specially authorised by him or his superior officers in writing. For further rules regarding the treatment of case diaries in P. Ss. and S. P.'s offices, see rules II. 54 and V. 128.

No copies of such papers may be given without the order of the S. P. or magistrate.

**42. Court officer's connection with records.**—As soon as the police papers of a case are laid on the trying magistrate's table, the court officer's responsibility with regard to them ceases. He should, therefore, take care, whenever necessary, to make copies of such papers as are likely to be filed with the judicial proceedings previous to their being put in. He has no concern with the custody of the judicial records of cases or with the record office. He is on no account to retain in his possession the records of a case under trial unless otherwise ordered in writing by the trying magistrate. If he subsequently requires a copy of any portion of the record, he should make an application to the trying magistrate and ask to be allowed to take the copy in the presence of a responsible official of the court.

### BAIL AND RECOGNIZANCE. (RULES 43 TO 45.)

**43. Bail and recognizance bonds.**—The duty of drawing up bail and recognizance bonds and getting them duly executed devolves on the court officer.

A register of bail and recognizance bonds should be kept by the court officer in form No. 125 of schedule XL (A). Court officers will obtain in column 9 of the register an acknowledgment of the receipt of bail and recognizance bonds made over to the magistrate's office to be filed with the record.

The forms to be used by court officers for bail and recognizance bonds are prescribed in schedule V of Act V of 1898.

Whenever a case is committed to the court of session, the prosecutor and witnesses should be bound over to appear "at the next criminal sessions commencing on .....". It should be carefully explained that failure to attend will be severely dealt with.

**44. Sureties.**—Court officers should make careful enquiries into the position in life of proposed sureties and, if there is any objection to their being accepted, a report should be at once made for the orders of the magistrate dealing with the case.

If any person who offers himself as a surety habitually makes a business of standing security the fact should be brought to the notice of the magistrate.

**45. Money security.**—When money is deposited by a party as security under § 513, Cr. P. C., the court officer will be answerable

for its being promptly deposited in the treasury for safe custody. Money security cannot be taken for good behaviour, and the sureties in such cases should be approved by the magistrate.

### MEASURES TO BE TAKEN AGAINST ABSCONDERS. (RULES 46 TO 56.)

**46. Court officer to apply at once for warrant.**—Whenever the charge sheet contains the name of an absconder, the court officer will at once apply formally for the issue of a warrant, and, if the trying magistrate refuses to issue one without giving reasons for his action or postpones the issue of warrants or if he declines to pass orders, he will ask the S. P. to move the district or sub-divisional magistrate to withdraw the case under § 528 of the Cr. P. C. to his own file and then to issue warrants for the arrest of the absconding accused. It should be observed that a magistrate cannot decline to issue a warrant until the case against the other accused persons has been tried or until disposal of appeal.

**47. Date to be fixed for return of warrant.**—Magistrates should be asked when issuing warrants to fix a date on which the police should return the warrant executed or report that it has not been executed. The date of this report should be fixed so as to allow the police a reasonable time for proper action in obedience to the warrant.

**48. If warrant not executed report to be submitted that accused is absconding.**—If the warrant is not executed, a report as prescribed in rule V. 258 will be submitted by the date fixed to the magistrate, explaining fully the attempts made to execute the warrant and giving all particulars necessary to satisfy the magistrate that the offender is really absconding and to justify proceedings being taken under §§ 87 and 88, Cr. P. C.

**49. Proclamation and attachment.**—On receipt of a report of non-execution of warrant the court officer should produce it before the magistrate and apply for action under §§ 87 and 88, Cr. P. C. An application for the issue of a proclamation under § 87, Cr. P. C., should be made in all cases whether the accused has any property or not, as § 87 is not dependent on § 88, Cr. P. C. Unless an absconder has been proclaimed under § 87, Cr. P. C., a private person cannot arrest him without a warrant (§ 59, Cr. P. C.) Three copies of the proclamation under § 87, Cr. P. C., will be received from the magistrate's office, one for the magistrate's court, one for the P. S., and the third for the absconder's village.

The court officer when applying for orders under § 88, Cr. P. C., will submit to the court a list of property to be attached. If in any warrant of attachment the property to be attached is not specified he will at once bring the omission to the notice of the court. The court officer will submit a report that one copy of the proclamation was duly affixed at the court house in the presence of the witnesses, and on receipt of report from the police in the *mufassil* that the proclamation was duly published at the P. S. and in the absconder's village,



he will move the magistrate, if everything is in order, to record a proceeding, stating that the proclamation was duly published, and declaring the date on which it was completely published as the term of 30 days within which the absconder must appear will run from the date so ascertained and declared.

**50. Confiscation of property of proclaimed offenders.**—If the accused does not appear within the time specified in the proclamation, the magistrate should be requested to record a formal proceeding declaring the property attached to be at the disposal of Govt. There is however no objection to the proclamation and attachment being issued simultaneously.

**51. Recording of evidence under § 512, Cr. P. C.**—If all measures thus provided by law to compel the appearance of the absconding accused have failed, the police should, in important cases, apply to the magistrate to summon the prosecutor and witnesses to appear before him on a fixed day for the purpose of having their evidence recorded under § 512, Cr. P. C. Court officers must report to the S. P. all persons proclaimed in form No. 32 of Schedule XL (A). Only absconders of notoriety will be gazetted.

**52. Steps to be noted in general register.**—The various steps taken from time to time to cause the appearance of absconders should be briefly noted in the general register. (*Vide* rule 108 below.)

**53. Extradition.**—In the case of persons who have absconded into foreign territory, the District magistrate should be moved to take action under the Extradition Treaty if there be one.

The Commissioner of the Bhagalpur Division exercises the powers of a Political Agent for the State of Cooch Behar for the purposes of the provisions of the Indian Extradition Act, XV of 1903. Applications for the extradition of offenders from Cooch Behar should be made to him.

A memorandum regarding the procedure in extradition cases and cases under the Fugitive Offenders Act (44 and 45 Vict., Cap. 69) was published under Govt. of India, Home Dept. Notifn. No. 942, dated the 10th July 1890. Rules under the Indian Extradition Act, XV of 1903, have been framed by the Govt. of India, Foreign Dept. and published in the *Gazette of India* under Notifn. No. 1862-I. A., dated the 13th January 1904. A memorandum on the procedure to be followed in connection with the extradition of offenders from Nepal was published by Govt. in 1910 and should be referred to before any application is made to the Resident.

In the event of an accused person escaping into Cooch Behar, Hill Tippera, Manipur, Bhutan, or Sikkim, the District magistrate may be moved to ask the Political Agent to cause a warrant for the arrest of the absconder to be executed by the authorities of the State. (*For Bhutan see Govt., E. B. & A. Political Dept. Memo. No. 321-P., dated 15th May 1911.*)

**54. Court officer to apply for remand to ascertain previous conviction of accused.**—Whenever there is good reason to suspect that an accused person is liable to enhanced punishment under § 75, I. P.

C., or when his name, residence, and antecedents are unknown his F. P. should be taken and sent to the F. P. B. *vide*—and verification rolls sent in the manner laid down in the following rule. If, when the evidence for the prosecution has been completed, replies to the verification roll and F. P. have not been received, the court officer shall apply for a remand in form No. 126 of schedule XL (A). This application will remain with the record.

If a remand applied for is not granted, the failure to obtain it and the reasons for refusal will be at once reported to the S. P. who will, if the reasons appear insufficient, report the matter to the magistrate of the district.

**55. Despatch of verification rolls.**—The court officer will despatch to the court officer of any district or sub-district in which the house of the accused is believed to be situated or in which he is believed to have been convicted or where his antecedents are likely to be known, a verification statement in form No. 127 of schedule XL (A). This application will be signed by the court officer and be despatched direct to the court officer concerned. The detachable foil of the form headed "Notice of application for verification of antecedents of under-trial prisoners within the province" will at the same time be sent to the S. P. concerned for information and necessary action. When, however, the court officer from whom the information is required belongs to another province, the application will be sent through the S. P. to whom the officer requiring the information is subordinate, and in such cases the detachable foil will not be sent.

Enquiries regarding persons previously convicted in Calcutta, should be addressed by court officers to the chief court officer, Presidency police court, Calcutta. Those regarding persons convicted in cases disposed of at the Sealdah and Alipore Suburban police courts should be addressed to the sadar court Insp. of the 24-Parganas, Alipore. Communications regarding the antecedents of residents of the Orissa Tributary Mahals or Native States should be addressed to the Political Agent to the Orissa Tributary Mahals, Sambalpur, Orissa, and not to the S. P., Cuttack.

**56. Action to be taken by court officer on receipt of verification roll.**—On receipt of the verification application, which will be sent in a cover with the words "Verification application" prominently marked in red ink, the court officer to whom it is addressed will at once consult his indices to the conviction register, will record in the application the result of his search and will return the application direct to the officer from whom he received it, by return of post if possible. Under no circumstances should it be detained for more than four days. If the search has proved ineffectual, but there are grounds for making a reference to P. S. registers, the court officer will make the reference, returning at the same time the verification statement with a note on it that he has done so, and giving his reasons for considering a reference to P. S. registers necessary. To facilitate searches court officers are directed to keep their index to the conviction register corrected up to date (see rule 128 below).



Instances of excessive delay on the part of court officers should be reported for orders.

## WARRANTS AND OTHER PROCESSES. (RULES 57 TO 63.)

**57. Summons to police officers.**—Whenever a summons to appear as a witness in a criminal case is issued against an officer of police it shall be served upon such officer through the S. P. of the district, or the assistant in charge of the sub-division to which such officer may belong.

The High Court has intimated that, upon a proper application being made in each case to the Judge exercising the original criminal jurisdiction of the court, the convenience of public officers summoned as witnesses in cases before the High Court from the *mufassil* will always be duly considered.

NOTE.—There is no law or order requiring that a summons to a police officer issued by a civil court shall be sent for service through the superior of the officer summoned. There is a rule, however, that a copy should be sent to the superior officer.

**58. Court officer responsible for processes served by the police.**—Ordinarily warrants of arrest, fine warrants, orders issued under § 88, Cr. P. C., and search warrants are executed by the police in both cognizable and non-cognizable cases, and should be entered in the register of processes served by the police, *vide* rule 137 below. (*Bengal G. O. No. 825-J., dated the 10th February 1896.*)

The court officer will be responsible for keeping this register and for the issue of all processes to be executed by the police. Summonses in criminal cases are not served by the police.

**59. Warrants how to be addressed.**—Under § 77 of the Cr. P. C., when issuing a warrant to a police officer, the court may address him either by name, or by the title of his office. A warrant intended to be executed by the police should be addressed not to the court officer but to the O/C. of a P. S. or O. P. If the officer thus addressed desires to entrust its execution to some other police officer, the endorsement must be by name and designation. It is moreover important that he should make his authority clear by adding the words "Officer in charge" after his signature. Warrants of arrest issued in non-cognizable cases to be executed by the police will be similarly dealt with. The court officer will be responsible for the despatch of warrants to the O/C. of P. S. and O. P. to whom they are addressed, and it will be his duty to scrutinize all warrants received by him for despatch, and to bring to the notice of the presiding magistrate any case in which the process is unsuitably directed.

**60. Procedure if a special officer is required to serve a warrant.**—Warrants should be sent by the court officer direct to P. Ss., except when a special officer is necessary for the duty to be performed. In such cases the court officer will take the orders of the S. P. or sub-district police officer or, in their absence, the magistrate of the district or sub-divisional magistrate. They should, when executed, be returned to the court officer direct.

**61. Summonses and warrants against Ry. servants.**—A summons on a Ry. servant should be served through the head of his Dept. A warrant issued against a Ry. servant should be entrusted to some police officer of a superior grade, who shall, unless immediate execution is necessary, communicate with the Ry. police and if he finds on proceeding to execute the warrant, that the immediate arrest of the Ry. servant would occasion risk and inconvenience, make all arrangements necessary to prevent escape, and apply to the proper quarter to have the accused relieved, deferring arrest till he is relieved.

**62. Court officer to send intimation to P. S. of surrender of absconder and of cancelment of warrant.**—When an absconded offender appears in court, or is arrested by parties other than the police of the P. S. to which the warrant was sent in the first instance, or when a warrant is cancelled under § 75, Cr. P. C., the court officer will send intimation to the P. S. and ask for the return of the warrant. He will also inform the S. P. of the surrender or capture to enable him to correct his register.

**63. Witnesses arrested on warrant.**—Witnesses brought up under arrest should be dealt with, not as criminals but simply as persons arrested on civil process.

### CUSTODY AND PRODUCTION OF PRISONERS. (RULES 64 TO 71.)

**64. Search of prisoners.**—The court officer or any subordinate officer who has been placed in charge of the *hajāt* register, form No. 47 of schedule VIII, will receive all prisoners, namely, those sent from P. Ss. or from the jail for production in court and those brought from the courts on conviction or on being remanded to custody or to be released on bail. He will forthwith search all the male prisoners and have the female prisoners searched by a woman approved of by the magistrate, and will take possession of all properties and offensive weapons found on them. A receipt should be given to the prisoner on whom any article is found and which is taken from him. These articles will be entered in the *malkhāna* register, form No. 128 of schedule XL (A), as required by rule 75. The woman who makes a search under this rule will get a small fee for the same, say, of four annas per head, the charge being debited to the magistrate's grant for contingencies.

Immediately before the trial of cases, and before the prisoner or prisoners are brought into court, it shall be the joint duty of the prosecuting officer and the police escort in whose custody the prisoner or prisoners are, to make a further and thorough search and satisfy themselves that no offensive weapons are being carried into court. Similar precautions are to be taken in the case of all prisoners surrendering in court. It shall further be their duty to see that no prisoners who wear shoes of Indian fashion enter the precincts of the court with their shoes on.

**65. Production of prisoners before the court of sessions.**—It is the duty of the police to see that prisoners committed to the sessions



are duly produced before the court on the dates fixed for trial. The court officer should ascertain the dates fixed for the several cases and see that the prisoners are produced. In places where the sessions are held in the district of commitment no difficulty will be experienced. Where the sessions are not held in the district of commitment, the S. P. of the district of commitment must take steps to warn the S. P. of the district where the trial is held, and the latter officer will, through his court officer, be responsible for the timely production of the prisoners in the same way as if they had been committed from his district.

**66. Attendance of police at sessions court.**—Court officers will arrange for the attendance of a police officer at the sessions court either on the days fixed for the hearing of appeals or on receipt of information that his services are required for the purpose of escorting to the magistrate any accused person who has surrendered to his bail in the appellate court and whose sentence has been confirmed or modified.

**67. Court officer to enter names of prisoners in *hajāt* register, form No. 47 of schedule VIII.**—The court officer will enter the names of all the prisoners to be produced each day before the magistrate in the *hajāt* register. The jailor will make over the prisoners, with their warrants, to the court officer's guard for production before the magistrate.

**68. Court police responsible for escorting prisoners to and from jail.**—The court police are responsible for escorting prisoners under trial from the jail or lock-up to the magistrate's court and for guarding them while there; also for taking back to the jail under safe escort prisoners sentenced to imprisonment by the magistrate, or remanded in custody. When there is a reasonable expectation that under-trial prisoners will use violence or that an attempt will be made to rescue them, handcuffs may be used, but not otherwise. (Vide *Cir. No. 10 of 1908*.)

The court officer's guard will take the *hajāt* register with them to the jail after the courts have closed and obtain the jailor's receipt therein for the prisoners returned to the jail. In the remark column of the register the court officer will note orders disposing of each case such as, discharged, acquitted, convicted or released on bail, and initial the register.

**69. Court officer to inform jailor if prisoner is of dangerous character.**—It is the duty of the court officer to inform the jailor, for the information of the jail Superintendent, when any prisoner sent to jail is a desperate character, or when he is accused of any very heinous offence. This information will always be given by writing the word 'dangerous' in red ink in the remark column of the *hajāt* register. It should not be endorsed on the jail warrant, which should be drawn out by the magistrate's clerk. Ordinarily this information will be obtained from the charge sheet or *chalan* sent in by the police with the prisoner.

**70. Segregation of confessing prisoners.**—In the case of confessing prisoners and persons made witnesses under § 337, Cr. P. C., and also in cases in which the magistrate decides that under-trial

persons should be segregated, the court officer will communicate the fact to the jail in order that such persons may be kept apart from other accused persons in the same case.

The rule in the jail code regarding segregation of under-trial prisoners is quoted *in extenso*.

“Any unconvicted criminal prisoner whom the committing magistrate orders to be segregated from other prisoners concerned in the same case, shall be separated from them by being confined either in a separate compartment in the under-trial ward in company with one or more other under-trials unconnected with his case or, in the event of there being no such compartment available in the under-trial ward, in an empty convict ward in company with one or more trustworthy convict officers by day and in a cell by night, provided that the separation does not amount at any time to solitary confinement, and that suitable watch is kept over the prisoner to guard against his committing suicide.”

**71. On discharge or acquittal of under-trial prisoners magistrate should sign *hajat* register.**—Prisoners discharged or acquitted will be released in open court by order of the magistrate; prisoners remanded or convicted should be sent to jail with their appropriate warrants, and prisoners enlarged on bail or on their own recognizances will, if present in court, be released there. The court officer will, in each case of release, obtain the magistrate's initials opposite their names in his *hajat* register in attestation of the fact.

## PROPERTY CONNECTED WITH CASES.

### (RULES 72 TO 76.)

**72. Custody of property taken charge of by the police and by the excise Dept. and sent as exhibits to the court.**—A secure room known as the *malkhana* will be provided for the safe custody of property for which the court police is responsible, such as property sent up for identification; property found on under-trial prisoners; property such as weapons, etc., forwarded as exhibits in criminal trials; unclaimed property taken possession of by the police under § 25, Act V of 1861; suspicious property sent in under § 523 of Act V of 1898, and any other property which may be taken charge of by the police. All such property will be entered in the register of property received in *malkhana*—form No. 128 of schedule XL (A).

**73. The *malkhana*.**—The keys of the *malkhana* will be kept by the court officer, who is responsible for the safe custody of its contents.

In the room should be a strong box with a good lock for the custody of ornaments, money or documents. The room should be kept scrupulously clean, and every article should be neatly labelled to tally with the number in the register.

No private property of court officers should be kept in the *malkhana*.

Court officers in Assam who are in charge of Govt. money are authorised to keep their cash boxes in district and sub-divisional treasuries.

**74. Magistrate's order to be taken on receipt of property.**—As soon as property comes in, the magistrate's order concerning it will be obtained and recorded in column 9 of the register.



Court and other prosecuting officers should be directed to move magistrates and sessions judges ordering properties to be confiscated, etc., to direct that interesting exhibits, such as articles which indicate new methods of committing crime, should be sent to the D. I. G. in charge of C. I. D. for disposal.

**75. Rules as to the receipt of property from P. Ss.**—When property is sent in to the court, full information concerning it should accompany it so as to enable the court officer to fill in the registers. Station police officers should grant receipts to prisoners from whom they take property, and court officers should see that prisoners hold such receipts. Printed receipts in form No. 66 of schedule II must be granted for money received. A list of articles found on the person of an accused person by the *mufassil* police must be forwarded with the case diary or final report of the case. Court officers will see that this direction of the law is acted up to and report any breach of its observance.

**76. Disposal of property found on prisoners.**—An accused person is entitled to use his property, unless required for the purposes of a case, in any lawful way he likes, save that he may not take it with him into the lock-up or jail if he is remanded to custody. The officer taking charge of it is bound to give it over to any one in the presence of witnesses, on the request and on the receipt of the accused person.

If the accused does not demand the property, valuables of small compass will be deposited in the treasury and other articles kept in the court officer's *malkhana* until the final disposal of the case.

When the case in which the person is concerned is disposed of, the magistrate's order as to the disposal of the property will be obtained. If the prisoner has been sentenced to imprisonment, the property will be sent to the jailor unless the prisoner disposes of it otherwise. If the prisoner has been sentenced to a fine and the fine has not been realized, a distress warrant will immediately be obtained and the property found in possession of the party be attached and sold in payment of the fine.

All articles found on prisoners held in trust for them by the court officer will be carefully numbered and entered in the register, the numbers in which should tally with those on the articles. In cases where a portion or the whole of the property sent up is not sold, but given back to the owners, the order directing the same will be written across the forms, or in the column of remarks, and the authority sanctioning it will be entered. The judicial officer ordering the disposal of the property should initial his order. The receipt of the person receiving the property will be taken in the register. When property is no longer required by the magistrate or courts, such portion of it as consists of cash, bullion, gold and silver ornaments, or other valuable articles of small compass, will be deposited in the treasury, articles other than cash being kept in a separate small box in charge of the treasurer.

As regards transmission of exhibits and property of prisoners, etc., to head-quarters, see rule III.—

Orders should be taken to convert perishable property kept in the *malkhana* or in the treasury into cash at the earliest date the law allows.

The Govt. has ruled that police officers are not entitled to any commission for the sale of unclaimed or other property.

In the case of property which has been proclaimed under § 523, Cr. P. C., the date of expiry of the period of proclamation will be entered in the remarks column of the register so as to enable the court officer to obtain orders regarding the disposal of property.

On the 1st January each year, all outstanding items in the *malikhana* register will be brought forward in red ink.

### INSTRUCTION REGARDING POST-MORTEMS AND WOUNDS AND ARTICLES FOR CHEMICAL ANALYSIS. (RULES 77 TO 93.)

**77. Prescribed form to be used for post-mortem.**—The form of post-mortem report, form No. 129 of schedule XL (A) must be used by every medical officer performing a medico-legal post-mortem examination, and his office record of such examination will consist of a copy of the report. For office purposes a register of bound forms is kept by each medical officer called upon to make such examinations.

**78. Medical officer to be informed at once of arrival of dead body.**—When a dead body is sent by the police for post-mortem examination either at a head-quarters station or sub-division, it must be taken by the Const. in charge direct to the dead-house, and immediate information of its arrival given to the court officer. The medical officer will also be informed that a corpse has arrived for examination, and a copy of form No. 129 of schedule XL (A) together with a translation of the *surathal* or inquest report will be sent to him by the court officer, who will also inform the S. P. It is of the greatest importance that all possible information should be given to the medical officer, and that his attention should be directed to anything suspicious.

**79. Result of examination to be communicated at once by medical officer to court officer.**—On completion of the examination the medical officer will at once fill up and return the form to the court officer attached to the local magistrate's court, keeping a copy in his register of bound forms. If he be a subordinate medical officer, he will despatch a second copy to the Civil Surgeon of the district for his remarks, countersignature and transmission to the magistrate.

The result of a post-mortem examination should be copied on the back of the foil in the court officer's register and be communicated to the investigating officer as speedily as possible.

The form should be filled up in English if possible. It shall be the duty of the Civil Surgeon to communicate at once to the magistrate, sub-divisional magistrate and superior police officer concerned any remarks upon the facts or opinions contained in any medical subordinate's reports which it may be desirable for the ends of justice that such officers should know.

Magistrates and police officers will also refer to the Civil Surgeon if they have any doubts in regard to any part of the medical report.



**80. Civil Surgeon to hold post-mortems when European is accused.**—The post-mortem examination of a native of India who is suspected to have met his death at the hand of a European should invariably be made by the Civil Surgeon, except where this is not possible owing to the Civil Surgeon being at too great a distance from the scene of the occurrence.

In every instance prompt information of the occurrence should be sent, where possible by telegram, to the Civil Surgeon of the district as well as to the District Magistrate and the S. P. or other officer in charge of the district police. (See Assam Executive Manual, rule 60.)

**81. Presence of police officer at post-mortem examination.**—The police officer sent in charge of a corpse need not be present throughout the details of the post-mortem examination. It will suffice if he stands sufficiently near to be able to testify that the body which had been in his charge was the one examined by the medical officer. He should be present at the court when the medical officer's testimony as to the result of the examination is given in order that the identity of the body examined with the body to which the criminal case relates may be established if necessary.

When possible investigating police officers should be encouraged to attend the post-mortem examination.

**82. Expenses of forwarding corpses.**—Expenses incurred in transmitting corpses or wounded persons to the medical officer for examination or treatment, in all cases, Ry. included, will be met by the magistrates or municipal commissioners, and not from the police budget. In Ry. cases the bills should be sent to the magistrate through the court officer, and the court officer should see that the bill is passed and paid without unnecessary delay.

**83. Post-mortems on corpses found on Ry. premises.**—Medical officers on railways equally with those of Govt. may be called upon to examine the corpse of any person who has met with a violent death within the Ry. premises, or to treat any person who has been injured there. Therefore, when occasion arises, the police should send the dead body to, or call in the assistance of the medical officer, whether a Govt. servant or paid by the Ry., who is most readily accessible. In the case of an injury only, the consent of the injured person would be necessary to his removal to hospital.

When a dead body found on Ry. premises is forwarded for examination, a Ry. police Const. should be sent with it, bearing a detailed report in duplicate of the apparent cause of death, and the circumstances, if any, which gave rise to any suspicion of foul play. The report should be in English where possible. One report should be sent to the court officer, and by him to the magistrate having jurisdiction, and the other to the medical officer for his information. The result of the post-mortem examination should be promptly sent by the court officer to the Superintendent, Ry. police, and to the local Ry. police. Form No. 129 of schedule XL (A), will also be used in Ry. cases.

**84. Instruction regarding chemical analysis.**—Court officers will receive, both in Ry. and district cases, articles sent by investigating officers for chemical analysis. The S. P. will send the articles for

examination to the Civil Surgeon or medical officer with a descriptive letter. The result of the analysis should be immediately communicated to the station or Ry. police officer interested, and the original report of the chemical examiner should be filed with the magistrate's record as it may be used as evidence (§ 510, Cr. P. C.) Should the medical officer or Civil Surgeon consider it necessary, or should he be requested to send any matter or portion of a subject examined by him to the Chemical Examiner he will, as a rule, arrange for its transmission direct, but if he considers that it should, for any special reason, be sent by special messenger, he will apply to the S. P.

— **85. Stock for preservation of viscera.**—Stock and materials required for the preservation of viscera, etc., for chemical analysis in connection with criminal cases are parts of the medical stores which are kept at every district and subdivision. The charge for upkeep is debitable to the medical Dept. but the cost of packing and despatch of viscera is to be borne by the law and justice budget.

**86. Period of preservation of viscera.**—In cases in which viscera have been preserved with a view to the possible necessity of sending them to the Chemical Examiner for examination, the court officer must obtain the order of the magistrate who deals with the case whether the viscera should be destroyed, or if not, for how long they should be preserved.

**87. Despatch of articles for chemical examination.**—The following rules should be observed in sending articles for chemical examination:—

*Substances suspected to contain poison.*

When several substances are sent, they should be separately wrapped in paper, and should be sealed and consecutively lettered. A list of the articles, duly lettered and sealed, should accompany the parcel, and an exact copy in the same handwriting, with an impression of the seal, should be entered in the report. The list should contain the following information:—

- |                             |                             |
|-----------------------------|-----------------------------|
| 1. Number of report.        | 3. Forwarded by             |
| 2. Description of articles. | 4. Station, date, and seal. |
| a.—                         |                             |
| b.—                         |                             |
| c.—etc.                     |                             |

*Suspected blood or semen-stains.*

Articles of wearing apparel should have pieces of paper stitched over the supposed stains, and the pieces should be consecutively lettered. Each cloth should have a label stitched on it in one corner. The label should contain the following information, and a copy in the same handwriting, with an impression of seal on the parcel, should be inserted in the report:—

1. Number of report.
2. Description of article.
3. Belonging to.
4. Number of observed stains.
5. Forwarded by.
6. Station, date, and seal.



Knives and weapons should have labels securely tied on them, and the knots should be sealed. Each label should contain the following information, and a copy in the same handwriting, with an impression of the seal, should be entered in the report :—

1. Number of report.
2. Description of article.
3. Case *versus*
4. Forwarded by
5. Station, date, and seal.

Great care should be taken that ants or other insects do not gain access to stained articles, as in a short time they may destroy all traces of the stains. Stained articles should first be wrapped in paper, and then be carefully stitched up in waxed cloth, and enclosed in a tin or wooden box.

Under no circumstances should the forwarding report be packed in the same parcel with the substances to which it refers, but in a separate cover.

In forwarding suspected substances or weapons, an accurate description of the articles should be inserted in the report.

A certificate in form No. 63 of schedule VI should be forwarded with all blood or semen-stained exhibits, in order to enable the Chemical Examiner to remove portions of them to which it may be necessary to apply chemical tests.

The carriage of all articles must be prepaid.

At all stations where there is a civil surgeon, the parcels should invariably be sent to the post office by that officer; but where there is no civil surgeon, they may be sent through the sub-divisional officer.

**88. Evidence of medical officer in connection with Chemical Examiner's report.**—When the medical officer is under examination before the magistrate, the prosecuting officer should ask him to produce (1) an authenticated copy of his forwarding letter to the Chemical Examiner; (2) the post-office or other receipt for the parcel despatched to the latter; and should elicit from him any further evidence necessary to connect the Chemical Examiner's report with the charge against the accused. If necessary, the medical officer's clerk or other person who has granted the receipt should be called to prove it, and should be bound over to appear at the sessions trial. Both copy and receipt should be tendered in evidence when proved.

**89. Intimation to Chemical Examiner when his report is contested.**—In cases where the cause of death found by the court is not in accordance with the Chemical Examiner's report, or where that report is contested, a copy of the judgment and of evidence regarding the symptoms and post-mortem appearances should be supplied to the Chemical Examiner, such copies being made in the office of the S. P.

**90. Despatch to hospital of wounded persons.**—In cases in which the accused are alleged to have caused hurt or injury the court officer shall immediately send the wounded person or persons to the hospital and as soon thereafter as possible request the medical officer by a letter in form No. 31 of schedule IX to examine and report on the wounds inflicted. If the case is a dangerous one he will also take immediate

measures to have the injured person's statement recorded by a magistrate. The rules relating to sending intimation to the S. P. and Civil Surgeon in post-mortem cases should be observed in wound cases.

**91. Wounded persons in custody to be treated in jail hospital.**—Wounded persons brought in police custody and charged with an offence should be treated in the jail hospital, unless they are bailed, in which case they may be sent to the charitable hospital.

**92. Evidence of medical officers in cases of causing hurt or other injuries.**—Civil Surgeon's reports in form No. 31 of schedule IX need not be attached to the final form or be made part of the magistrate's record of the case, as such reports are not admissible in evidence. Medical officers must be examined on oath, but their evidence may be recorded by any magistrate and not necessarily by the officer trying the case. (§ 509, Cr. P. C.)

**93. Consent of party to medical examination.**—As no power is conferred by the Cr. P. C. on any authority to order the examination of the person of any individual, whether male or female, no order should be given for such an examination. Women especially are on no account to be subjected to medical examination without their consent.

When it appears desirable, for the ends of justice, that such an examination should be made, the magistrate or police officer should, except when such formality is obviously unnecessary, *e.g.*, when it is desired to ascertain the nature and extent of a cut on a man's head, ask whether the individual is willing to submit to an examination, and if the answer is in the affirmative, record it and send the individual to the medical officer with a letter which should simply state the purpose for which he or she is sent.

#### MISCELLANEOUS. (RULES 94 TO 99.)

**94. Disposal of counterfeit coins.**—The High Court and the local Govt. have ruled that all Judicial officers when passing orders under §§ 517, 523 or 524, Cr. P. C., for the disposal of counterfeit coins or any implements, such as punches for repairing dies, dies for striking coins, and moulds for casting coins, should consider whether the coins or implements should not be forwarded to the nearest treasury or sub-treasury officer for transmission to the Master of the mint. The remittance to the mint should be made through the D. I. G. in charge of C. I. D., etc., and should be accompanied by a statement showing the number and date of the case to which the coins or implements relate. All prosecuting officers are specially enjoined to bring the above rule to the notice of the court trying a coining case.

**95. Change of staff in court office.**—Head Consts. and Consts. should not be kept on court duty for longer than two years, and court Sub-Insp. ordinarily for not more than three years. Ss. P. in consultation with magistrates are at liberty to keep court Sub-Insp. for more than three years on court duties if they are found specially useful; court officers will report to the S. P. whenever any head Const. or Const. has been on court duty continuously at the same court for two years.



**96. Court officer not to be taken on tour.**—The senior court officer at the sadar station should not, as a rule, be taken into the *mufassil* by a magistrate. Should the District or Joint Magistrate require an officer to conduct the court duties when he is in camp, a junior officer should be deputed for the purpose, unless there are special reasons for the employment of the senior officer, but this should only be for a limited time.

**97. Stationery for court office.**—The court officer will indent on the S. P.'s office for all stationery, rubber stamps, law books, and police forms required by him. High Court and Govt. E. B. and A. executive forms must be obtained through the magistrate's office. Two rupees and eight annas and one rupee and eight annas a month are allowed to each sadar and subdivisional court officer, respectively, for country stationery and book binding.

Service labels will be obtained from the magistrate.

**98. Court officers making over charge.**—The rules regarding making and taking over charge of office (*vide* rule V. 53) must be carefully observed by court officers. They will be careful to furnish the officer relieved with a receipt for all Govt. property in the magistrate's *malkhana*. Full details respecting each should be given. Deficiencies are to be made good by the relieving officer if they are discovered after he has taken over charge.

**99. Furniture of court office.**—Furniture, such as chairs, tables and benches, required for court officers will be supplied by the S. P. and an authenticated list of all articles so supplied should be hung up in the court office. There should be a height-measuring apparatus in all court offices.

### BOOKS AND REGISTERS. (RULES 100 TO 143.)

**100. Registers, books and files, etc., in court office.**—The following registers, books, and files will be kept up in the court office. The senior court officer will be generally responsible for the maintenance of these registers, but prosecuting officers must, as far as possible, be relieved of the duties of writing registers, the work being done by head Consts.

No.	Name of register or files.	AUTHORITY UNDER WHICH KEPT.		REMARKS.
		Rule.	Part.	
1	General register of cases cognizable by police.	102	IV	Is a record of the magistrate's court and must be sent to the magistrate's record room for disposal according to High Court Cir. No. 6 of 1865.

*N.B.*—In the hill districts court officers will also keep up the following registers:—(1) Magistrate's order book, (2) Daily cash book, (3) Register of unimportant cases in which the first information report is not used, (4) Register of fines, (5) Subsidiary register of outstanding fines, (6) Monthly balance sheet of fines.—In all other districts these registers are kept up by the magistrate's office.—*Cir. No. 4 of 1907.*

No.	Name of register or files.	AUTHORITY UNDER WHICH MADE		REMARKS.
		Rule.	Part.	
2	Final memoranda of cases . . . .	110	IV	} Three years.
3	Khatian or compilation register . . .	116	"	
4	Register of appeals . . . . .	120	"	
5	Conviction register . . . . .	121	"	} Permanently.
6	Quinquennial Index of conviction register.	128	"	
7	Register of cases committed to sessions .	136	"	Three years.
8	Register of processes dealt with by police.	137	"	Is a record of the magistrate's court and must be sent to the magistrate's record room for disposal under the High Court rules.
9	Register of <i>hajat</i> and under-trial prisoners.	67	"	Three years.
10	Register of <i>malkhana</i> property . . .	72	"	Permanently.
11	Book of post-mortem examination reports.	77	"	Three years.
12	Bail and recognizance register . . .	43	"	To be destroyed on completion.
13	Peon book . . . . .	...	...	Three years.
14	Receipt book of money, property and prisoners.	135	IV	} Ten years.
15	Register of papers received . . . .	139	"	
16	Register of papers despatched . . .	139	"	} Permanently.
17	Inspection book . . . . .	...	...	
18	Counterfoil book of receipts . . . .	140	IV	Three years.
FILES.				
1	File of verification rolls . . . . .	...	...	} Three years.
2	File of daily returns . . . . .	...	...	
3	File of weekly returns . . . . .	...	...	
4	File of quarterly returns . . . . .	...	...	
5	File of annual returns . . . . .	...	...	
6	File of Cir. and Cir. Memos. . . .	...	...	} Permanently.
7	File of police gazette . . . . .	...	...	
8	File of supplement to police gazette .	...	...	



**101. Pages of court registers to be numbered.**—All pages of court officer's registers issued in manuscript should be carefully numbered, and each book should be signed at the commencement by a responsible officer to be told off for the duty by the S. P. This officer should also certify to the number of pages in each book. No certificate is required as regards printed registers.

**102. Magistrate's general register of cases, form No. 31 of schedule VIII.**—The principal objects of this register are that the magistrate having jurisdiction may have clearly laid before him all cognizable cases reported to the police, that his final orders may be taken on every individual case; and that facilities may be obtained in making out crime returns.

Cognizable cases in which the magistrate issues process on complaint made to him or of his own motion, but in which no first information has been laid to the police or enquiry conducted by them, will not be entered in the general register.

The duty of dealing with cases submitted in final report form should, if possible, be undertaken by the District Magistrate at headquarters and must be undertaken by the sub-divisional magistrate in sub-divisions. If for any reason the District Magistrate is himself unable to undertake the duty he will make it over to a joint magistrate or to a senior deputy magistrate.

The senior court officer is responsible that the register is properly written up, but in order to leave the senior officer free to prosecute cases the actual writing of the register and its submission to the magistrate should, at head-quarters of districts, ordinarily be entrusted to a competent subordinate officer of the court of not lower rank than a head Const.

**103. Entries to be made on receipt of first information.**—On receipt of the first information report of a case from a P. S. or O. P. the court officer will fill in columns 1 to 8 of the general register and after recording on the top of the first information report its number in the general register, will submit it and the register to the magistrate who will initial column 9 of the register. First information reports of heinous or important cases should, however, be submitted to the magistrate immediately after receipt.

Every case which is reported at a P. S. during a year, no matter when the crime was committed, will be entered in the general register and will receive a consecutive number for that year, even though the first information may not have been received until after the end of the year. The monthly consecutive number should also be given below the

yearly number, thus  $\frac{119 \text{ (yearly number)}}{5 \text{ (monthly number)}}$

**104. First information report by whom kept.**—The first information report will remain with the court officer until the case comes before a magistrate for enquiry or trial, when it will be made over to the bench clerk of the trying magistrate.

**105. Entries to be made on receipt of final papers.**—As soon as the final papers of a case are received by the court officer, whether a

charge sheet or a final report form, he will fill in columns 10 to 14 of the register and again submit it with the final report or charge sheet to the magistrate. The magistrate, if a charge sheet has been submitted, will either take the case on to his own file or will pass orders, to be entered in column 15, as to what magistrate is to try the case.

When the case has been tried and disposed of the court officer will enter in column 16 the order of the magistrate as to the commitment, conviction, acquittal, or discharge of the accused, and obtain the Magistrate's initial to the entry. The order should make clear how the case is to be shown in the returns, what amount of property is to be entered in the *khatian* register as stolen and recovered, and how any property or exhibits connected with the case are to be disposed of.

**106. The entries to be made when no charge sheet is submitted.**—If a charge sheet has not been submitted the magistrate will pass such preliminary order as he may consider necessary, *e.g.*, for further enquiry or for the complainant to produce his witnesses, and such order will be entered in column 15, or if no preliminary order is required he will pass final orders and enter them in column 16.

Here again the entry in column 16 must indicate clearly how the case is to be shown in the returns, what amount of property is to be entered as stolen and recovered in the *khatian* register, and how any property of which possession has been taken of by the police is to be disposed of.

**107. Instructions for entry in column 16.**—The order in column 16 for entry of the cases in the returns must take one of the following forms :—

Not investigated  
True  
Intentionally false  
Mistake of law  
Mistake of fact  
Non-cognizable

Enter section  
Enter section  
Enter section  
Enter section  
Enter section  
Enter section

The above represents the classification recognized for statistical purposes in crime statement AI prescribed by the Govt. of India, and all cases must be brought under one or other of the above classes.

Orders such as “dismissed,” “struck off as false,” “doubtful,” are not explicit and do not indicate how the case is to be entered.

If a magistrate notwithstanding treats a case as doubtful, it must be entered in the returns as true.

**108. Miscellaneous instructions.**—The names of all accused persons charged with offences under chapters XII and XVII, I. P. C., whose real names and residences are not known, should be underlined in red ink. The names of persons residing outside the district should be doubly underlined.

Persons who have been arrested and subsequently released by the police on bail and have not been required to appear before a magistrate, will not be shown as acquitted.



The entries in columns 10 to 14 relating to a case in which the final report has not been submitted within 14 days from the date of drawing up the first information report will be made in red ink.

Similarly entries in columns 15 and 16 subsequent to a case having been remanded three times, will be made in red ink.

In case in which the accused are at large and should be arrested, a *conspicuous red cross* should be made in the column of remarks, so that it may be seen at a glance what cases of this nature are pending.

To ensure absconders not being overlooked, the number of persons charged should always be shown in column 8, and all these persons should be accounted for in column 12, thus:—

Sent up . . . . .	Madar Buksh.
Not proved against . . . . .	Sheikh Salim.
Absconded . . . . .	Mahomet Ali.

When an offender who has been previously convicted is sent up for trial the letters "P. C." should be written in red ink in column 12 against his name. If a case ends in conviction the orders should be entered on conviction and not on expiry of the period allowed for appeal. If a sentence be quashed or modified on appeal, a note of the order should be made in red ink in the general register to ensure entry of the amended order in the *khatian* register, and information should be sent to the P. S. as required by rule 120.

Against the name of any convict regarding whom orders under § 565, Cr. P. C., have been passed,  $\frac{\text{P. R. T.}}{565}$  should be noted in the general register in the column of remarks.

In column 17 the court officer will enter a reference to the corresponding entry in the *khatian* and note the date of the despatch of the final Memo. Remands should also be noted in this column.

All Ry. cases should be distinguished by a conspicuous red ink "R."

**109. Duties of court officer in case of conviction of members of wandering gangs.**—The conviction of any wandering gang or any member or members of a wandering gang will be indicated by the letter 'V' in red ink in the magistrate's general register. Finger impressions will be taken in duplicate and one copy submitted to the S. P. and another to the Personal Assistant to the D. I. G. in charge of C. I. D., etc. The copy to the D. I. G. will contain a short history of the case.

**110. Final Memos. in what cases sent.**—On the final disposal of all cases reported in charge sheet and final report forms and cases in which security for good behaviour is demanded under § 109 or 110, Cr. P. C., and cases in which enquiry has been refused under § 157, Cr. P. C., the court officer will despatch the outer and middle foil of the final Memos., form No. 130 of schedule XL (A), to the S. P. through the circle Insp. to enable the register of crime to be written up (*vide* II. 57), and the counterfoil will be kept by the court officer for future reference.

A Memo. in the same form will also be sent by the court officer when any one is convicted of any non-cognizable offence mentioned in schedules A, B, C, of rule V. 165, cases under §§ 107 and 108, Cr. P. C., cognizable cases under municipal, Ry. and telegraph bye-laws,

§ 120 of Indian Railways Act and § 34, Act V of 1861. Results of trials in cases under § 145, Cr. P. C., should also be sent. The necessary information will be obtained from the register of non-first information report cases.

**111. Final Memo. when to be sent to Superintendents of Ry. police.**—Final Memo. will be sent to the Superintendent, Govt. Ry. police, in all Ry. police cases.

Court officers will also furnish the Superintendent, Govt. Ry. police, with copies of the final orders of magistrates in all cases of accident on the lines of Ry. with as little delay as possible. The magistrate's decision and remarks should accompany.

**112. Action by Insp. in forwarding final Memo.**—In forwarding final Memos. of charge sheet cases circle Insp. should record their recommendations for surveillance.

**113. Action by S. P.**—The S. P. will note on the final Memo. whether the convict is to be placed under surveillance, whether he is to be made P. R. or <sup>P. R.</sup><sub>T.</sub> and whether a history sheet is to be opened for him. The outer foil of the final Memo. will then be sent to the P. S. The final Memo. will not be filed by the S. P. until final orders regarding all absconders are passed. On the back of the final Memos. of cases ending in acquittal or discharge the S. P., if he takes no other action, should point out the reasons for the failure of the cases.

**114. Instructions for writing final Memos.**—In all cases in which the real names or residences of persons charged with offences under Chapters XII and XVII, I. P. C., are not known, the entries are to be made in red ink. When cases end in acquittal or discharge the reason therefor will be briefly noted on the back of the final Memo.

In order to ensure that the descriptive roll of a convict, as given in the court conviction register, shall agree with that given in the history sheet contained in part V of the village crime note book, court officers, when sending the final Memos. of cases which have ended in conviction, will note on the back of the outer foil of each final Memo. the descriptive roll of the convict which has been entered in their court conviction register. (*Vide Cir. No. 3 of 29th January 1908.*)

**115. Compilation of annual crime returns.**—In August or September court officers should compile and check the figures for the annual returns for the first half-year; in November these figures should be brought up to the end of the third quarter and in December up to the end of November, to avoid delay in submission of annual returns. Sub-divisional court officers must submit the annual crime returns relating to the sub-division in a complete and correct form, together with a short note of important cases. If, after the returns have been examined at head-quarters, the S. P. considers that in order to reconcile discrepancies the presence of the sub-divisional court officer is necessary, he may direct him to come to head-quarters but should not detain him for more than a week. If a head constable can explain the discrepancies, he should be sent for in preference to the officer in charge of the court. (See also II. 310.)



**116. *Khatian* register.** (a)—To facilitate the preparation of the annual crime statements a *khatian* register composed of compilation sheets in form No. 131 of schedule XL (A), will be kept at each head-quarters and sub-divisional court. Each description of crime to which a separate serial number is assigned in the classified list of crime will have a sheet or sheets for each P. S. and independent O.P. Offences which are very rare may perhaps not require more than a sheet, while cases entered under serials Nos. 29 and 34 and some others may require three, four, or more sheets. A reference to the statistics of past years will indicate fairly accurately the amount of space to be allotted for each serial in each P. S. or O. P.

(b) (i) Cognizable cases taken up by the police *suo motu* upon report and otherwise than upon report and also cognizable cases of a petty nature in which first information reports are not sent in, including cases under §§ 109 and 110, Cr. P. C., should be shown in columns 3 to 13 of the *khatian*, the total of these columns will give figures for the corresponding columns 4 to 14 of statement A, part I. Cognizable cases instituted on complaints made to a magistrate, whether referred by him to the police or not, will, if found true, be shown in column 14 and, if they result in conviction, in column 15 also, but nowhere else. If found untrue and dropped by the magistrate, they will not appear in the register or statement. The possible case of a complaint made to a magistrate and referred to and found false by the police which nevertheless is taken up by the magistrate and results in a conviction will appear both in columns 14 and 15.

(ii) Cases in which first information reports are submitted are recorded in the general register of cases, and from this register should be gathered the information for the *khatian* with respect to such cases. Cognizable cases instituted by complaint or petition to a magistrate, and referred to the police for investigation, are also entered in the general register, and will be shown in the *khatian* in red ink, but will not be entered in statement A, part I, except in column 14 or 15.

(iii) Cognizable cases under municipal, Ry., and telegraph bye-laws, cases under § 34 of Act V of 1861, § 120 of the Indian Railways Act, IX of 1890, and under §§ 109 and 110, Cr. P. C., are not reported in first information reports, *vide* V. 68, and are consequently not entered in the general register of cases. These cases are, however, entered in the magistrate's register of unimportant cases in which no first information report is used, and from this register should be entered in the *khatian* and included in annual statement A, part I.

(c) Cases pending with the police and before the magistrate and the sessions courts should be shown in columns 3 and 9 of the *khatian* and should be brought forward in red ink in the register of the following year.

(d) When entering a case from the magistrate's general register, register of miscellaneous cases, or from the register of non-first information cases, the number of the entry in column 1 of the compilation sheet should be noted in the column of remarks in the register from which the entry is made, thus creating a perfect link between the registers and the compilation sheets.

(e) District and subdivisional magistrates will direct the ministerial officer who keeps the registers of miscellaneous cases and of non-first information cases to let the court officer have the books for a short time every day and to give him a note of the cases decided since the previous day in order that the *khatians* may be written up.

(f) At the end of the year separate totals should be made of the black ink entries of completed offences and of attempts. Annual statement A, parts I and II, will be prepared from these black ink entries in the *khatian*. Separate totals must also be made of the red ink entries to show the cases instituted by complaint to magistrate which were referred to the police for investigation and which are not to be entered in statement A, part I, but will serve for the preparation of the departmental report.

As attempts, except under serial 29, are not likely to be many in number, it will be sufficient to make a list of cases of attempts in one of the spare columns at the end of the *khatian* form.

(g) The *khatian* register should never be allowed to fall into arrears. It should be totalled quarterly.

(h) On receipt of intimation that an appeal has been lodged, the court officer will write a large "A" in red ink on the left hand side of column 1 of the *khatian* register against the entry concerned, and when the final result of appeal is known, the necessary alterations, if any, will be made in the columns relating to convictions and acquittals; lastly in one of the spare columns of *khatian* register will be entered the number of cases and persons acquitted by the magistrate, sessions Judge, or High Court. The court officer will initial his *khatian* register twice: first, when he writes "A" opposite the case, and the second time when he enters the final result of the appeal.

**117. Instructions for filling up columns of *khatian* register.**—The following instructions for filling up certain columns of the *khatian* should be carefully followed:—

Column 3 should include all cases either pending with the police for investigation or with the magistrate for trial or final orders.

Column 4 should include not only cases taken up by the police upon report but also cases instituted without report, as for instance on the personal knowledge of the police, on the confirmation of a suspicion, rumour or anonymous or pseudonymous petitions, etc., as authorized in V. 71.

Column 7 should include all cases declared by the magistrate to be maliciously false, whether the order was passed after an enquiry or trial or without any judicial enquiry.

Column 8 should include all cases declared by the magistrate to be false owing to mistake of law or fact, or non-cognizable, whether the order was passed after an enquiry or trial or without any judicial enquiry.

Column 9 should include cases pending with police for investigation, cases under trial at the close of the year, cases pending final orders of the magistrate, and pending cases in which the police did not send up the accused but the magistrate sent for them for trial of his own motion.

Column 10 should include cases sent up for trial by the police and cases in which the police did not send up the accused person, but the



magistrate of his own motion sent for him and tried the case. A case should be shown as convicted when any of the accused sent up is finally convicted even of a non-cognizable offence by any competent court. When a case is acquitted on appeal it should be shown as such in columns 11 and 17, necessary corrections being made in these columns.

Column 11 should include cases which were sent up by the police and cases in which the police did not send up, but the magistrate of his own motion sent for the accused and tried the case. Cases in which the accused died, escaped or was declared a lunatic during trial or in which charges were abandoned, compounded or withdrawn (§§ 247, 248, 259, 333, 345, 494, Cr. P. C.) should not be included in this column. They must be shown in additional columns provided for the purpose in the remark column. Acquittals on appeal will also be shown as such in column 11 if they occur during the year.

Column 12 should include all true cases reported as unletected as well as cases in which it is not known whether the offence was or was not committed.

Columns 14 and 15.—Figures will be obtained from the magistrate's office.

NOTE.—The three columns 14, 15, and 16 should contain all cognizable cases instituted direct to the magistrate whether referred to police for investigation or not.

Column 24.—This column should not include persons released on bail by the police under § 169, Cr. P. C., before the commencement of the year. But if any such persons are subsequently sent up for trial during the year the entry should be corrected, and they should be shown in this column, a note of the fact being made in the remark column. As regards those not required to appear by the magistrate, *i.e.*, those released on bail under § 169, Cr. P. C., a note may be made in a spare column so that all persons pending before police at the end of the year may be accounted for.

Column 25 should include not only all persons arrested by the police in ordinary course but also any person arrested under a magistrate's order (a) after investigation had been refused by the police, or (b) after the police had reported the charge to be false, or (c) who appear voluntarily for trial. In cases (a) and (b) and (c) a note should be made in the remarks column.

Column 27 should include, besides persons released by the magistrate, persons who died or escaped and were not recaptured before trial, a note being made in the remarks column of those who died or escaped.

Column 28 should contain figures in columns 25 minus columns (26 plus 27).

Column 29 should include all persons convicted, including those who having been sent up by the police are convicted of a non-cognizable offence. Persons dealt with under § 562, Cr. P. C., should also be shown.

Column 30.—Persons concerned in cases abandoned, compounded, withdrawn (including accomplices pardoned under §§ 337 and 338, Cr. P. C.) and those who died, escaped or became insane during trial, should not be shown in this column but in additional columns in the remark column, persons acquitted on appeal will be shown as such in the

remarks column if the acquittal takes place during the year, necessary corrections being made in this column.

Columns 33, 34 and 35 should be filled up by figures obtained from the magistrate's office.

**118. Closing the *khatian* at the end of the year.**—After the close of the year, the court officer will satisfy himself by personal enquiries that he has entered in the *khatian* register the results of all appeals finally decided up to the 31st December.

The *khatian* register should be closed on the 31st December. Pending cases should then be brought forward and entered in the register of the new year.

**119. Utilisation of spare columns of *khatian*.**—The spare columns may, with advantage, be headed thus :—

	Column No.	44	Cases ending in loss of life.
(1) Under serial No. 9	"	45	Cases of serious riot.
	"	46	Persons bound down under § 106, Cr. P. C.
	"	44	By strangulation.
(2) Ditto No. 11	"	45	" poison.
	"	46	Number supposed to have been concerned.
	"	47	Murder of legitimate children by mothers.
	"	48	Such cases in which Judge recommends reduction of sentence.
	"	49	Such cases in which no such recommendation is made.
	"	50	Murder of illegitimate children by their mothers.
	"	51	Murder of child-wives.
(3) Under serial Nos. 18, 24, 31, 32, 33 and 38.	"	44	Cases compromised.
	"	45	Persons acquitted on compromise.
	"	46	Cases withdrawn.
	"	47	Persons acquitted under § 247, Cr. P. C., after appearance before the magistrate.
(4) Under serial Nos. 2, 8, 9, 10, 27 and 41.	"	44	Cases withdrawn.
	"	45	Persons acquitted under § 247, Cr. P. C., after appearance before magistrate.
	"	44	House dakaity.
	"	45	River "
	"	43	Road "
(5) Under serial No. 25	"	47	Technical "
	"	48	Number of charge sheet forms against tea-garden coolies.
	"	49	Number of such charge sheet forms convicted.
	"	44	Number of charge sheet forms against tea-garden coolies.
	"	45	Number of such charge sheet forms convicted.
Under serial No. 26	"	44	Attempts § $\frac{457}{511}$ , I. P. C.
	"	45	" with theft § $\frac{457}{330}$ , I. P. C.
	"	46	" without theft.



	Column No.	47	Number of charge sheet forms in cases first refused enquiry.
	" "	48	Number of such charge sheet forms convicted.
(6) Under serial No. 29	" "	49	Number of persons sent up in cases first refused enquiry.
	" "	50	Number of such persons convicted.
	" "	44	Number of charge sheet forms against tea-garden coolies.
	" "	45	Number of such charge sheet forms convicted.
	" "	46	Number of charge sheet forms in cases first refused enquiry.
(7) Under serial No. 34 (theft, ordinary).	" "	47	Number of such charge sheet forms convicted.
	" "	48	Number of persons sent up in cases first refused enquiry.
	" "	49	Number of such persons convicted.
	" "	44	Number of charge sheet forms against tea-garden coolies.
(8) Under serial No. 34 (Cattle theft).	" "	45	Number of such charge sheet forms convicted.
	" "	46	Number of cattle stolen.
	" "	47	Number of cattle recovered.
	" "	44	Number of charge sheet forms against tea-garden coolies.
(9) Under serial No. 36	" "	45	Number of such charge sheet forms convicted.
	" "	44	Cases in which the S. P. personally sanctioned prosecution on police report.
(10) Under serial No. 42	" "	45	Cases in which persons bound down for three years.
	" "	46	Cases tried in accused's village.
(10) Under serial No. 42 (Vagrancy and bad character).	" "	47	Cases in which persons bound down for one year.
	" "	48	Cases in which security was accepted.
	" "	49	Amount of security ordered.
	" "	44	Cases instituted by police.
(11) Under serial No. 42 (Excise Act).	" "	45	Cases instituted by excise officer.
	" "	46	Amount of fine imposed.
	" "	47	Amount of fine recovered.

(i) Against serial Nos. 18, 19, 20, 24, 26, and 32 number of cases ending in deaths should be noted in one of the spare columns.

(ii) Spare columns will also be utilised under different serials for noting information such as:—

(1) Cases of persons transferred.

(2) Cases of persons received by transfer.

(3) Cases of death and escape, etc., before trial and persons concerned in them.

(4) Cases of death, escape and lunacy during trial and persons concerned in them.

(5) Cases and persons otherwise disposed of.

(6) Charges abandoned and persons discharged.

- (7) Number of persons made King's evidence under §§ 337 and 338, Cr. P. C.
- (8) Heinous offences supervised by S. P., Astt. Ss. P. and Dy. Ss. P. and circle Insp.
- (9) Cases professional.
- (10) Number of persons supposed to have been concerned in professional cases.
- (11) Number of persons pending on police bail under § 169, Cr. P. C. at the close of the previous year and not required by the magistrate to appear during the year.
- (12) Number of cases of attempts.
- (13) Result of cases committed to the sessions for trial, *i.e.*,—

Number of cases committed.		
"	"	acquitted.
"	"	convicted.
"	persons	committed.
"	"	acquitted.
"	"	convicted.

**120. Register of appeals.**—The orders of Govt. (Cir. No. 9-J., dated the 2nd May 1907) require magistrates to send early notice of appeal to the S. P. The court officer on receipt of the notice will make the necessary entry in the register of appeals, form No. 132 of schedule XL (A) and *khatian* register, and then acknowledge receipt of the notice.

On hearing the result of the appeal the court officer will also make the necessary entries and corrections in the general register and *khatian* register.

He will also communicate the result of the appeal to P. Ss. and O. Ps. and to the Superintendent, Ry. Police in Ry. cases.

Ss. P. are explicitly enjoined to examine once a week the appeal register, and satisfy themselves that no failure of justice has occurred, and in consultation with the magistrate take such action as the circumstances of the case may require.

**121. Register of persons convicted of heinous offences, form No. 133 of schedule XL (A).**—The register will be kept in English at all head-quarters. (As for the procedure to be followed in sub-divisional courts see rule 127.)

In it will be entered the names of all persons convicted of the following offences:—

(i) Offences relating to coins and Govt. stamps (Chapter XII, I. P. C.).

(ii) Offences against property (Chapter XVII, I. P. C.).

Provided that the offences coming within (i) and (ii) are punishable with whipping or imprisonment for three years or upwards.

(iii) Personating a public servant, etc. (§§ 170 and 171, I. P. C.).

(iv) Buying slave or minor, etc. (§§ 370, 371, 372, 373, I. P. C.).

(v) Giving or fabricating false evidence (§§ 193 to 195, I. P. C.).



- (vi) Falsely charging any person with having committed an unnatural offence (§§ 211 and 377, I. P. C.).
- (vii) Assaulting or using criminal force to any woman with intent to outrage her modesty (§ 354, I. P. C.).
- (viii) Rape (§ 376, I. P. C.).
- (ix) Unnatural offences (§ 377, I. P. C.).
- (x) Forgery (§§ 465, 466, 467, 468 and 469, I. P. C.).
- (xi) Drugging (§§ 328 and 329, I. P. C.).
- (xii) Cheating (§ 417, I. P. C.).
- (xiii) Being a thug (§ 311, I. P. C.).
- (xiv) Offences relating to the forgery of currency notes and bank notes (§§ 489A, 489B, 489C, and 489D, I. P. C.).
- (xv) Putting or attempting to put in fear of injury in order to commit extortion (§ 385, I. P. C.).
- (xvi) Kidnapping (§§ 363 to 369, I. P. C.).
- (xvii) Dishonestly breaking open a closed receptacle (§ 461, I. P. C.).
- (xviii) Bad livelihood (§§ 109 and 110, Cr. P. C.).
- (xix) Gambling (§§ 3 and 4, Act III of 1867).
- (xx) Opium smuggling (§ 9 of Act I of 1878).
- (xxi) Excise laws (offences punishable with fine of more than Rs. 200).
- (xxii) Arms Act (§ 19 (a) (c) and (f)).
- (xxiii) Railways Act (§§ 126-127).

*N.B.*—First offenders dealt with by courts under § 562, Cr. P. C., should be treated as convicted, and their names should find entry in this register if the offences of which they are found guilty fall under any of the sections enumerated in clause (a).

**122. Entries when to be made.**—Entries will be made as soon as sentence is passed. If a prisoner be released on appeal, his name should be struck out and a note made in the column of remarks, giving the date and purport of the order of the appellate court. The names of identifying officers will be entered from the records of the case and from the release notice of the prisoner, which should be sent to the P. S. through the sadar or sub-district court officer.

**123. Convictions at the sessions.**—Convictions at the sessions will be registered at the court by which the case was committed.

**124. Extracts when to be forwarded.**—Extracts of entries made regarding criminals residing in another district or changing their residence are to be forwarded by the court officer of the sub-division, where the offender has been convicted, to the court officer of the sub-division where his home is for entry in the conviction sheet of that sub-division. Conviction rolls are, however, not to be sent to other districts until the P. R. order has been passed by the S. P., so that column 14 may be duly filled in.

After entry in the conviction register of the receiving court the extract should be returned to the issuing court with a note quoting the number and date of entry.

When a person convicted is a resident of another district, the court officer of the court where the conviction is obtained will note in the

remarks column of the magistrate's general register of cases, the number and date of the memorandum under which he has forwarded a copy of the entry in the conviction register to the S. P. of the district in which the convict resides, and also the number and date under which the verification statement is sent to the native district of the accused, and the reply received thereto, as well as the convict's entry number in part III. of the village crime note book.

**125. Entries of unidentified persons to be marked.**—In cases in which the real names and residences of persons convicted of offences under chapters XII and XVII, I. P. C., are not known, and cannot be ascertained, the letter "U" in red ink will be entered above the convict's name, and under it, as divisor, the serial number of the entry in the register of unidentified persons.

**126.  $\frac{P. R.}{T.}$  prisoners how entered.**—When a convict is made "P. R." or " $\frac{P. R.}{T.}$ " by a S. P. or is ordered by a magistrate to notify, after release from jail, his residence or change of residence, under § 565, Cr. P. C., the letters "P. R." " $\frac{P. R.}{T.}$ ", or " $\frac{P. R.}{T.}$ —565," as the case may be, will be entered against his name in the remarks column in red ink.

**127. Entries of convictions how to be made at sub-divisions.**—At sub-divisions, entries of convictions will be made as they occur during a month, on loose sheets of the printed form which will be forwarded in original to the head-quarters court with a certificate from the sub-divisional officer, as laid down in rule 130, within the first week of the following month, to be filed with the conviction sheets of the sadar sub-division at the end of the entries for the same month.

**128. Index to the conviction register.**—An index to the conviction register in form No. 134 of schedule XL (A) for the whole district will be kept at head-quarters courts only in the prescribed form:—

1. Name of convict, with *aliases*, if any, and caste.
2. Father's name.
3. Page and volume of register in which conviction is entered.

The page and volume of the index should be noted under each man's name in the conviction register.

In column 3 of the index should be entered the page and volume of the conviction register against each name.

At the close of each month after the sub-divisional conviction sheets (*vide* rule 127) are received, the sadar court officer will prepare an index for the whole district.

Indices for every five years should be kept in a bound book.

The sadar court officer should search the indices of this register in the case of every accused person sent up to see whether he has been previously convicted or not, and he should certify on the back of the charge sheet form that he has done so.

Sub-divisional court officers are not required to give such certificates as there will be no index to the conviction register maintained at sub-divisions. They will be required to note carefully the certificate given by the station officer and when they find that a person is sent up for



trial charged with an offence under chapter XII, or XVII of the I. P. C. punishable with imprisonment for three years or more, from a P. S. or O. P. other than that in which he resides or has his home, a verification roll in form No. 127 of schedule XL (A), will be sent direct to the sadar court officer for necessary action as laid down in rule 55.

**129. Verification by magistrate weekly.**—The conviction sheets should be put up once a week for examination and signature, before the sub-divisional magistrate at sub-divisions, and at head-quarters before the magistrate to whom the duty is made over by the District Magistrate or Deputy Commissioner.

**130. Check and certificates.**—The sub-divisional magistrate and at head-quarters the magistrate to whom the duty is made over will certify, at the close of each month, that the entries in the monthly conviction sheet have been checked with the magistrate's general and complaint registers, and that all entries required to be made have been made.

**131. Custody.**—The completed volumes of the register, after they are neatly bound, will be kept in the magistrate's record-room or other safe place, the current volume and the index only being kept by the court officer in his office under safe custody.

**132. System of indexing names.**—The following system of indexing names is to be adopted. It has been devised with a view to obviate the confusion arising from the uncertainty as to the spelling of vernacular names in English, more specially as regards the employment of vowels and semi-vowels :

(i) The letters of the alphabet are divided into 15 groups of initial letters, and as the number of names under each of these may be large, they are further sub-divided into a greater or less number of subordinate groups. This system, it will be observed, takes no heed of medial vowels, the determination of the subordinate group being regulated solely by the consonant which terminates the first syllable of the name. Thus, in searching for Maniruddin, the pages allotted to initial letter group (M) must be turned to, the name itself being found on the page or pages sub-allotted to subordinate letter group (N), the letter (N) being taken as terminating the initial syllable of Maniruddin. Other examples will be found in the explanation to the key in appendix A.

Study of the key will show the number of pages to be allotted to each initial letter group; the subordinate letter groups which require separate space, the subordinate letter groups which may be lumped together for the purpose of allotting page-space.

(ii) It will be seen that the key gives all the above details for a register containing 586 pages. With a register containing 100 pages only, the distribution for initial letters would be (vowel group) 12 pages; (B, Bh) 12 pages; (Ch, Chh)  $3\frac{1}{2}$  pages; (D, Dh)  $5\frac{1}{4}$  pages; (G, Gh)  $5\frac{1}{2}$  pages; (H)  $4\frac{1}{2}$  pages; (J, Jh or Z)  $5\frac{1}{2}$  pages; (K, Kh) 9 pages; (L)  $3\frac{1}{2}$  pages; (M)  $9\frac{1}{2}$  pages; (N)  $4\frac{1}{2}$  pages; (P, Ph or F) 5 pages; (R, Rh) 8 pages; (S, Sh)  $9\frac{1}{2}$  pages; (T, Th) 3 pages. The above figures are given to serve as a guide in allotting space in any

register which may be opened. As it would be found inconvenient in practice to have fractions of pages, the register selected should consist of not less than 300 pages and whole pages should be allotted.

(iii) It will further be seen from the key that where a vowel, including semi-vowel or (B, Bh) are the initial letters of a name, the page space allotted to these groups has been sub-divided amongst 14 subordinate letter groups. The necessity for such minute sub-division is obvious as each of these two, *i.e.*, vowel and (B, Bh) initial letter groups, contains 12 per cent. of the total number of names registered. If initial letter (L), the number of names under which is relatively small, be referred to in the key, it will be observed that several subordinate letter groups have been lumped together, there being only 5 sub-divisions of the page space allotted to the (L) group, instead of 14 sub-divisions, as in the case of the (B, Bh) group.

(iv) As this key represents the result of indexing over 8,000 names, the allotment and sub-allotment of page space shown in it may be taken as a guide.

(v) It must be understood that words like Maulvi, Shaikh, Syed, Meer, Meerza often treated as an integral part of native names are in reality honorifics and must not be taken into account in classifying; thus the name Maulvi Fakiruddin should be indexed as Fakiruddin Maulvi. Where names begin with a compound letter the initial letter only determines the group thus:—Krishna will be found under the (K, Kh) initial letter group and subordinate group (S, Sh): Brojendra under the (B, BH) initial letter group, subordinate group (J, Jh, Z). The W or O terminating words like Deo, Bhaw, Shew or Sheo is for indexing purposes treated as (b); thus, Deo will be entered under initial letter group (D, Dh), subordinate group (B, Bh), and so forth.

Certain proper names which begin with a consonant and contain no other consonant, such as Howa, Dhuia, Doya, Gui, etc., and are not followed by a name, not a class name or honorific, should be indexed under the first group of the initial letters, etc., Howa under initial letter group H, and sub-group letter (B, Bh), Dhuia under initial group (D), and sub-group letter (B, Bh), and so on. When such names are followed by names not class names or honorifics, such as Jaygopal, Gyaram, etc., they should be indexed in the usual way, *i.e.*, Jaygopal under initial letter group (J, Jh, Z) and sub-group (G, Gh), and so on. Certain words which, though identical in themselves, are pronounced differently by village people, such as Panchu, Pachu, Lakkan, Luchman, Wilayet, Bilayet, etc., should be entered and searched for under the initial and group letters for both spellings. Thus for Panchu, groups (P, Ph and C, Ch) and (P, Ph and N) should be examined, and so on. Names such as Hridoy, Hrishi, which are sometimes spelt with R which is the most distinct sound should be indexed under initial letter group (H) and sub-group (r) or (rh). Where persons are convicted under a name and an *alias*, both name and *alias* are to be separately indexed.

**133. Cross-references how to be made.**—In cases where the same man has been convicted more than once, cross-references should be made against each conviction, thus, the name of Hyder Ali, son of Meau Bux,



may be found at page 25, again at page 28, again at page 30. The cross-reference should be marked as below :—

At page 25—

Cf. 28-30, Volume I, Hyder Ali, son of Mean Bux.

At page 28—

Cf. 25-30, Volume I, Hyder Ali, son of Mean Bux.

At page 30—

Cf. 25-28, Volume I, Hyder Ali, son of Mean Bux.

The index must be carefully examined and when the same name occurs in more places than one, cross-references should be noted in red ink on the left of the name, the page, number and year, of conviction register being given in black ink on the right as usual. This will ensure all convictions against Hyder Ali being found.

**134. Elimination of names of deceased persons.**—At the close of each year all station officers will submit to the head-quarters court lists of persons whose names have been removed during the year, see V. 170. The head-quarters court officer will, after making the necessary correction in his register, forward the lists to the S. P., who will satisfy himself that the register and indices have been corrected.

**135. Names of persons acquitted on appeal to be struck off.**—Names of persons acquitted on appeal should be struck off the index as soon as intimation is received by the court officer.

**136. Register of cases committed to sessions.**—In order that information regarding cases committed to the sessions and High Court and the results of trials may be available in a concise form and to facilitate the registering of convictions at sessions court, court officers at head-quarters of districts will keep up a register of cases committed to the sessions in form No. 135 of schedule XL (A).

**137. Register of processes dealt with by police.**—This register should be kept in form No. 135-A. of schedule XL (A), in two parts or two volumes, one for warrants, including fine warrants, and one for summonses and all other processes. The serial number of entries in the register of processes should be annual. When a warrant has been executed or withdrawn or the accused has surrendered, the fact should be noted in the remarks column of the register. This will make it easy to pick out the warrants still pending. In April and October all warrants outstanding for more than a month will be brought forward in red ink. The entries thus brought forward will bear their original annual serial numbers.

The register at the sadar will then be sent to the S. P.'s office, and the red ink entries will be carefully compared with the entries in the absconders' register, so as to ensure that there are no omissions in the latter register.

In sub-divisions instead of sending the register in original a copy of the red ink entries will be sent in April and October to the S. P.'s office for comparison with the absconders' register.

**138. Receipt book of money, property and prisoners.**—This will be kept in manuscript at sadar and also at sub-divisional court offices. In it will be entered the names of prisoners sentenced to

imprisonment ; their warrants, money and personal property, and receipt for the same will be obtained from the jailor.

**139. Register of papers received and despatched.**—Court officers will keep a register of papers received and despatched in form Nos. 1 and 12 of schedule II, in which only papers not entered in any other register, such as verification rolls, monthly copies of station cash accounts, etc., will be recorded.

**140. Counterfoil book of receipts.**—This will be kept in form No. 66 of schedule II. For every sum received by the court officer he must grant a printed receipt cheque, signed by himself, to the person depositing the money.

**141. Court order book.**—In this are entered all orders by the magistrate to the police. A magistrate directing an investigation to be made by the police under § 155, Cr. P. C., in a case which is not cognizable by the police, will enter his order in his order book for transmission by the court officer along with a copy of the complaint to the officer concerned. In every case referred to the police for enquiry under § 155 or 202, Cr. P. C., a date should be fixed by the magistrate by which the report or an explanation of the cause of delay is to reach him. The complainant should be informed of the date so fixed, and directed to appear before the investigating officer at the scene of occurrence. The court officer must see and initial this book daily, and if he sees any irregular order he should bring it to the notice of the circle Insp. or of the S. P.

Court officers on receipt of instructions from a magistrate under § 155 or 202, Cr. P. C., ordering an enquiry to be made by the police into cases falling under Chapter XX of the I. P. C. "Offences relating to marriage" should invariably bring to the notice of the court the contents of Govt. letter No. 3087-91-J., dated the 22nd September 1910, addressed to Commissioners of Divisions indicating that enquiries in such cases in which the parties are Muhammadans may conveniently be made by Muhammadan sub-registrars, Muhammadan marriage registrars and selected Muhammadan panchayats.

Under §§ 155 and 202, Cr. P. C., only a magistrate of 1st or 2nd class can order the police to investigate.

**142. Return of serious crime and persons re-convicted, form No. 136 of schedule XL(A).**—In the statement of serious crime are to be shown, for each class of case-headings given in the form, all cases reported during the quarter including those taken up by the magistrate direct without the intervention of the police. Cases pending before the courts or the police at the close of the quarter will be excluded, but the pending cases for the preceding quarter which have been disposed of during the quarter for which the return is due will be entered. Columns 2 and 3 will show cases reported during the quarter. Columns 8 and 9 will show only those cases which have been finally disposed of by the magistrate as true. Cases which the police have abstained from enquiry under the provisions of § 157, Cr. P. C., will be entered in column 4. The instructions contained in the form should be carefully followed.



The statement will be sent off not later than the 5th of January, April, July and October, respectively, through the magistrate of the district to the D. I. G. of the range, who will review the returns and submit to the P. A. to the I. G. P. through the D. I. G. in charge of C. I. D., etc., not later than the 15th of the month following that in which they are due together with a brief quarterly report on the crime in the range and the district return in original. The report should indicate very briefly whether there has been an increase or decrease of crime in the range and the districts in which any noticeable increase has occurred, and the attention of the I. G. P. should be drawn to any other point deserving of notice, such as a large number of *dakaities*, neglect of supervision of important cases, etc. The length of the report should not exceed 2 pages.

**143. Copy of serious crime return to be sent to Commissioner.**  
—Copy of the quarterly returns of serious crime should at the same time be sent by the S. P. to the Commissioner of the division for his information.

171-172	172-173	173-174	174-175	175-176	176-177	177-178
178-179	179-180	180-181	181-182	182-183	183-184	184-185
185-186	186-187	187-188	188-189	189-190	190-191	191-192
192-193	193-194	194-195	195-196	196-197	197-198	198-199
199-200	200-201	201-202	202-203	203-204	204-205	205-206
206-207	207-208	208-209	209-210	210-211	211-212	212-213
213-214	214-215	215-216	216-217	217-218	218-219	219-220
220-221	221-222	222-223	223-224	224-225	225-226	226-227
227-228	228-229	229-230	230-231	231-232	232-233	233-234
234-235	235-236	236-237	237-238	238-239	239-240	240-241
241-242	242-243	243-244	244-245	245-246	246-247	247-248
248-249	249-250	250-251	251-252	252-253	253-254	254-255
255-256	256-257	257-258	258-259	259-260	260-261	261-262
262-263	263-264	264-265	265-266	266-267	267-268	268-269
269-270	270-271	271-272	272-273	273-274	274-275	275-276
276-277	277-278	278-279	279-280	280-281	281-282	282-283
283-284	284-285	285-286	286-287	287-288	288-289	289-290
290-291	291-292	292-293	293-294	294-295	295-296	296-297
297-298	298-299	299-300	300-301	301-302	302-303	303-304
304-305	305-306	306-307	307-308	308-309	309-310	310-311
311-312	312-313	313-314	314-315	315-316	316-317	317-318
318-319	319-320	320-321	321-322	322-323	323-324	324-325
325-326	326-327	327-328	328-329	329-330	330-331	331-332
332-333	333-334	334-335	335-336	336-337	337-338	338-339
339-340	340-341	341-342	342-343	343-344	344-345	345-346
346-347	347-348	348-349	349-350	350-351	351-352	352-353
353-354	354-355	355-356	356-357	357-358	358-359	359-360
360-361	361-362	362-363	363-364	364-365	365-366	366-367
367-368	368-369	369-370	370-371	371-372	372-373	373-374
374-375	375-376	376-377	377-378	378-379	379-380	380-381
381-382	382-383	383-384	384-385	385-386	386-387	387-388
388-389	389-390	390-391	391-392	392-393	393-394	394-395
395-396	396-397	397-398	398-399	399-400	400-401	401-402
402-403	403-404	404-405	405-406	406-407	407-408	408-409
409-410	410-411	411-412	412-413	413-414	414-415	415-416
416-417	417-418	418-419	419-420	420-421	421-422	422-423
423-424	424-425	425-426	426-427	427-428	428-429	429-430
430-431	431-432	432-433	433-434	434-435	435-436	436-437
437-438	438-439	439-440	440-441	441-442	442-443	443-444
444-445	445-446	446-447	447-448	448-449	449-450	450-451
451-452	452-453	453-454	454-455	455-456	456-457	457-458
458-459	459-460	460-461	461-462	462-463	463-464	464-465
465-466	466-467	467-468	468-469	469-470	470-471	471-472
472-473	473-474	474-475	475-476	476-477	477-478	478-479
479-480	480-481	481-482	482-483	483-484	484-485	485-486
486-487	487-488	488-489	489-490	490-491	491-492	492-493
493-494	494-495	495-496	496-497	497-498	498-499	499-500
500-501	501-502	502-503	503-504	504-505	505-506	506-507
507-508	508-509	509-510	510-511	511-512	512-513	513-514
514-515	515-516	516-517	517-518	518-519	519-520	520-521
521-522	522-523	523-524	524-525	525-526	526-527	527-528
528-529	529-530	530-531	531-532	532-533	533-534	534-535
535-536	536-537	537-538	538-539	539-540	540-541	541-542
542-543	543-544	544-545	545-546	546-547	547-548	548-549
549-550	550-551	551-552	552-553	553-554	554-555	555-556
556-557	557-558	558-559	559-560	560-561	561-562	562-563
563-564	564-565	565-566	566-567	567-568	568-569	569-570
570-571	571-572	572-573	573-574	574-575	575-576	576-577
577-578	578-579	579-580	580-581	581-582	582-583	583-584
584-585	585-586	586-587	587-588	588-589	589-590	590-591
591-592	592-593	593-594	594-595	595-596	596-597	597-598
598-599	599-600	600-601	601-602	602-603	603-604	604-605
605-606	606-607	607-608	608-609	609-610	610-611	611-612
612-613	613-614	614-615	615-616	616-617	617-618	618-619
619-620	620-621	621-622	622-623	623-624	624-625	625-626
626-627	627-628	628-629	629-630	630-631	631-632	632-633
633-634	634-635	635-636	636-637	637-638	638-639	639-640
640-641	641-642	642-643	643-644	644-645	645-646	646-647
647-648	648-649	649-650	650-651	651-652	652-653	653-654
654-655	655-656	656-657	657-658	658-659	659-660	660-661
661-662	662-663	663-664	664-665	665-666	666-667	667-668
668-669	669-670	670-671	671-672	672-673	673-674	674-675
675-676	676-677	677-678	678-679	679-680	680-681	681-682
682-683	683-684	684-685	685-686	686-687	687-688	688-689
689-690	690-691	691-692	692-693	693-694	694-695	695-696
696-697	697-698	698-699	699-700	700-701	701-702	702-703
703-704	704-705	705-706	706-707	707-708	708-709	709-710
710-711	711-712	712-713	713-714	714-715	715-716	716-717
717-718	718-719	719-720	720-721	721-722	722-723	723-724
724-725	725-726	726-727	727-728	728-729	729-730	730-731
731-732	732-733	733-734	734-735	735-736	736-737	737-738
738-739	739-740	740-741	741-742	742-743	743-744	744-745
745-746	746-747	747-748	748-749	749-750	750-751	751-752
752-753	753-754	754-755	755-756	756-757	757-758	758-759
759-760	760-761	761-762	762-763	763-764	764-765	765-766
766-767	767-768	768-769	769-770	770-771	771-772	772-773
773-774	774-775	775-776	776-777	777-778	778-779	779-780
780-781	781-782	782-783	783-784	784-785	785-786	786-787
787-788	788-789	789-790	790-791	791-792	792-793	793-794
794-795	795-796	796-797	797-798	798-799	799-800	800-801
801-802	802-803	803-804	804-805	805-806	806-807	807-808
808-809	809-810	810-811	811-812	812-813	813-814	814-815
815-816	816-817	817-818	818-819	819-820	820-821	821-822
822-823	823-824	824-825	825-826	826-827	827-828	828-829
829-830	830-831	831-832	832-833	833-834	834-835	835-836
836-837	837-838	838-839	839-840	840-841	841-842	842-843
843-844	844-845	845-846	846-847	847-848	848-849	849-850
850-851	851-852	852-853	853-854	854-855	855-856	856-857
857-858	858-859	859-860	860-861	861-862	862-863	863-864
864-865	865-866	866-867	867-868	868-869	869-870	870-871
871-872	872-873	873-874	874-875	875-876	876-877	877-878
878-879	879-880	880-881	881-882	882-883	883-884	884-885
885-886	886-887	887-888	888-889	889-890	890-891	891-892
892-893	893-894	894-895	895-896	896-897	897-898	898-899
899-900	900-901	901-902	902-903	903-904	904-905	905-906
906-907	907-908	908-909	909-910	910-911	911-912	912-913
913-914	914-915	915-916	916-917	917-918	918-919	919-920
920-921	921-922	922-923	923-924	924-925	925-926	926-927
927-928	928-929	929-930	930-931	931-932	932-933	933-934
934-935	935-936	936-937	937-938	938-939	939-940	940-941
941-942	942-943	943-944	944-945	945-946	946-947	947-948
948-949	949-950	950-951	951-952	952-953	953-954	954-955
955-956	956-957	957-958	958-959	959-960	960-961	961-962
962-963	963-964	964-965	965-966	966-967	967-968	968-969
969-970	970-971	971-972	972-973	973-974	974-975	975-976
976-977	977-978	978-979	979-980	980-981	981-982	982-983
983-984	984-985	985-986	986-987	987-988	988-989	989-990
990-991	991-992	992-993	993-994	994-995	995-996	996-997
997-998	998-999	999-1000	1000-1001	1001-1002	1002-1003	1003-1004
1004-1005	1005-1006	1006-1007	1007-1008	1008-1009	1009-1010	1010-1011
1011-1012	1012-1013	1013-1014	1014-1015	1015-1016	1016-1017	1017-1018
1018-1019	1019-1020	1020-1021	1021-1022	1022-1023	1023-1024	1024-1025
1025-1026	1026-1027	1027-1028	1028-1029	1029-1030	1030-1031	1031-1032
1032-1033	1033-1034	1034-1035	1035-1036	1036-1037	1037-1038	1038-1039
1039-1040	1040-1041	1041-1042	1042-1043	1043-1044	1044-1045	1045-1046
1046-1047	1047-1048	1048-1049	1049-1050	1050-1051	1051-1052	1052-1053
1053-1054	1054-1055	1055-1056	1056-1057	1057-1058	1058-1059	1059-1060
1060						

## APPENDIX

## SAMPLE

To the alphabetical index of the

Examples.	Range of pages.	Initial letter groups.	Consonants			
			b or bh	ch or chh	d or dh	g or gh
Abdul haq . . . . .	11-78	A, E, I, U, V, W, Y, Vowel Group.	bd* 11-18 b or bh 19-22	23-24	25-30	31-32
Binoḍ bihari . . . . .	79-144	B or Bh	79-82	83-86	87-92	93-96
Charoo chandra . . . . .	145-166	Ch or Cbh	145	—	—	148
Dukhi ram . . . . .	167-196	D or Dh	167-170	171—	—172	173-174
Gauhar all . . . . .	197-228	G or Gh	197-198	199—	—200	201—
Hari charau . . . . .	229-254	H	229—	—	—	—
Zamen all or Jamen ali . . . . .	255-286	J or Jh or Z	255—	—258	259-262	263-268
Kodrat . . . . .	287-340	K or Kh	287-290	291-292	293-300*	301—
Lachman . . . . .	341-353	L	341—	—344*	345—	—
Maniruddin . . . . .	354-414	M	354—	—362	363-368	369-370
Netal shaik . . . . .	415-438	N	415-418	419—	—420	421—
Phakira or Fakira . . . . .	439-468	P or Ph or F	439—	—	—440	441-442
Rustam . . . . .	469-514	R or Rb	469—	—470	471-472	473-474
Sitanath . . . . .	515-566	S or Sh	515-524	525—	—528	529—
Tahoowar . . . . .	567-589	T or Th	576—	—	—	—

**Explanation.**—The numerals are the page numbers of the court officer's alphabetical index register; The name *Lachman* will be found at page 344.

A number of pages are allotted in the register to each initial letter group, and this syllable of the name. If 66 pages are allotted to initial letter group (B, Bh), these 4 pages. Initial letter group (B, Bh); terminal consonant of first syllable and so on.

The process of search for names may be thus illustrated. *Abdul*: first letter is a as the terminal consonant of first syllable of name is b.

*Dukhi*—Reference is first made to the (D, Dh) group and then to the (K, Kh) to the H group and then to the (R, Rh) sub-division, as r is the terminal consonant



## A.

## KEY

*court conviction register.*

terminating first syllable of name, with range of search.

k	j or jh or p	k or kh	l	m	n	p or ph or f	r or rh	s or sh	t or th
33-34	35-38	30-42	43-43	47-54	55-60	61-62	63-66	67-72	73-78
97-102	103-104	105-110	111-118	119-120	121-123*	129-130	131-134	135-140	141-144
149 —	—	—	— 152	153-154	155-159	159 —	—162*	163 —	—166
175 —	—176	177-178*	179-180	181-182	183 —	— 189	180-102	193 —	—196
—*	— 204	205-206	207 —	— 210	211-216	217-222	223-226	227 —	—228
230 —	231 —	— 232	233 —	— 234	235 —	— 236	237-250*	251 —	—254
260 —	—	—	— 272	273-276*	277-280	281-282	283-284	285 —	—286
—	—	304	305-314	315-316	317 —	— 324	325-330	331-333	337-340
—	346	347-350	351-356	357 —	—	—	—	—	—358
371-394	395-396	397-399	399 —	— 302	303-402*	403 —	— 406	407-408	400-414
422 —	423 —	— 424	425 —	— 426	427 —	— 428	429-432	433-434	435-438
443 —	— 444	445-446*	447-450	451 —	—	— 454	455-464	465-466	467-468
475-476	477-480	481 —	— 482	483-506	507-508	509 —	— 510	511-512*	513-514
— 532	533 —	— 533	537-538	539-543	547-552	553-554	555-562	563-564	565-566
—*	568 —	569-570	571-574	575-576	577-578	579-580	581-584	585 —	—586

the asterisks show the position in this register of the names given as examples.

space is further divided so as to provide room for each of the groups of consonants terminating the first 66 pages are thus subdivided; Initial letter group (B, Bh); terminal consonant of first syllable (B, Bh), (Ch, Chh), 4 pages; Initial letter group (B, Bh); terminal consonant of first syllable (D, Dh), 6 pages;

vowel, so reference must be made to the vowel group; and to the sub-division (B, Bh), of the group sub-division, as kh is the terminal consonant of the first syllable of name. *Hari*—Reference is first made of the first syllable of name.

APPENDIX

TABLE

OF THE PROCEEDINGS IN THE COURT OF COMMONS

During the first session of the year, viz. 1841

1841	1840	1839	1838	1837	1836	1835	1834	1833	1832	1831	1830	1829	1828	1827	1826	1825	1824	1823	1822	1821	1820	1819	1818	1817	1816	1815	1814	1813	1812	1811	1810	1809	1808	1807	1806	1805	1804	1803	1802	1801	1800	1799	1798	1797	1796	1795	1794	1793	1792	1791	1790	1789	1788	1787	1786	1785	1784	1783	1782	1781	1780	1779	1778	1777	1776	1775	1774	1773	1772	1771	1770	1769	1768	1767	1766	1765	1764	1763	1762	1761	1760	1759	1758	1757	1756	1755	1754	1753	1752	1751	1750	1749	1748	1747	1746	1745	1744	1743	1742	1741	1740	1739	1738	1737	1736	1735	1734	1733	1732	1731	1730	1729	1728	1727	1726	1725	1724	1723	1722	1721	1720	1719	1718	1717	1716	1715	1714	1713	1712	1711	1710	1709	1708	1707	1706	1705	1704	1703	1702	1701	1700	1699	1698	1697	1696	1695	1694	1693	1692	1691	1690	1689	1688	1687	1686	1685	1684	1683	1682	1681	1680	1679	1678	1677	1676	1675	1674	1673	1672	1671	1670	1669	1668	1667	1666	1665	1664	1663	1662	1661	1660	1659	1658	1657	1656	1655	1654	1653	1652	1651	1650	1649	1648	1647	1646	1645	1644	1643	1642	1641	1640	1639	1638	1637	1636	1635	1634	1633	1632	1631	1630	1629	1628	1627	1626	1625	1624	1623	1622	1621	1620	1619	1618	1617	1616	1615	1614	1613	1612	1611	1610	1609	1608	1607	1606	1605	1604	1603	1602	1601	1600	1599	1598	1597	1596	1595	1594	1593	1592	1591	1590	1589	1588	1587	1586	1585	1584	1583	1582	1581	1580	1579	1578	1577	1576	1575	1574	1573	1572	1571	1570	1569	1568	1567	1566	1565	1564	1563	1562	1561	1560	1559	1558	1557	1556	1555	1554	1553	1552	1551	1550	1549	1548	1547	1546	1545	1544	1543	1542	1541	1540	1539	1538	1537	1536	1535	1534	1533	1532	1531	1530	1529	1528	1527	1526	1525	1524	1523	1522	1521	1520	1519	1518	1517	1516	1515	1514	1513	1512	1511	1510	1509	1508	1507	1506	1505	1504	1503	1502	1501	1500	1499	1498	1497	1496	1495	1494	1493	1492	1491	1490	1489	1488	1487	1486	1485	1484	1483	1482	1481	1480	1479	1478	1477	1476	1475	1474	1473	1472	1471	1470	1469	1468	1467	1466	1465	1464	1463	1462	1461	1460	1459	1458	1457	1456	1455	1454	1453	1452	1451	1450	1449	1448	1447	1446	1445	1444	1443	1442	1441	1440	1439	1438	1437	1436	1435	1434	1433	1432	1431	1430	1429	1428	1427	1426	1425	1424	1423	1422	1421	1420	1419	1418	1417	1416	1415	1414	1413	1412	1411	1410	1409	1408	1407	1406	1405	1404	1403	1402	1401	1400	1399	1398	1397	1396	1395	1394	1393	1392	1391	1390	1389	1388	1387	1386	1385	1384	1383	1382	1381	1380	1379	1378	1377	1376	1375	1374	1373	1372	1371	1370	1369	1368	1367	1366	1365	1364	1363	1362	1361	1360	1359	1358	1357	1356	1355	1354	1353	1352	1351	1350	1349	1348	1347	1346	1345	1344	1343	1342	1341	1340	1339	1338	1337	1336	1335	1334	1333	1332	1331	1330	1329	1328	1327	1326	1325	1324	1323	1322	1321	1320	1319	1318	1317	1316	1315	1314	1313	1312	1311	1310	1309	1308	1307	1306	1305	1304	1303	1302	1301	1300	1299	1298	1297	1296	1295	1294	1293	1292	1291	1290	1289	1288	1287	1286	1285	1284	1283	1282	1281	1280	1279	1278	1277	1276	1275	1274	1273	1272	1271	1270	1269	1268	1267	1266	1265	1264	1263	1262	1261	1260	1259	1258	1257	1256	1255	1254	1253	1252	1251	1250	1249	1248	1247	1246	1245	1244	1243	1242	1241	1240	1239	1238	1237	1236	1235	1234	1233	1232	1231	1230	1229	1228	1227	1226	1225	1224	1223	1222	1221	1220	1219	1218	1217	1216	1215	1214	1213	1212	1211	1210	1209	1208	1207	1206	1205	1204	1203	1202	1201	1200	1199	1198	1197	1196	1195	1194	1193	1192	1191	1190	1189	1188	1187	1186	1185	1184	1183	1182	1181	1180	1179	1178	1177	1176	1175	1174	1173	1172	1171	1170	1169	1168	1167	1166	1165	1164	1163	1162	1161	1160	1159	1158	1157	1156	1155	1154	1153	1152	1151	1150	1149	1148	1147	1146	1145	1144	1143	1142	1141	1140	1139	1138	1137	1136	1135	1134	1133	1132	1131	1130	1129	1128	1127	1126	1125	1124	1123	1122	1121	1120	1119	1118	1117	1116	1115	1114	1113	1112	1111	1110	1109	1108	1107	1106	1105	1104	1103	1102	1101	1100	1099	1098	1097	1096	1095	1094	1093	1092	1091	1090	1089	1088	1087	1086	1085	1084	1083	1082	1081	1080	1079	1078	1077	1076	1075	1074	1073	1072	1071	1070	1069	1068	1067	1066	1065	1064	1063	1062	1061	1060	1059	1058	1057	1056	1055	1054	1053	1052	1051	1050	1049	1048	1047	1046	1045	1044	1043	1042	1041	1040	1039	1038	1037	1036	1035	1034	1033	1032	1031	1030	1029	1028	1027	1026	1025	1024	1023	1022	1021	1020	1019	1018	1017	1016	1015	1014	1013	1012	1011	1010	1009	1008	1007	1006	1005	1004	1003	1002	1001	1000	999	998	997	996	995	994	993	992	991	990	989	988	987	986	985	984	983	982	981	980	979	978	977	976	975	974	973	972	971	970	969	968	967	966	965	964	963	962	961	960	959	958	957	956	955	954	953	952	951	950	949	948	947	946	945	944	943	942	941	940	939	938	937	936	935	934	933	932	931	930	929	928	927	926	925	924	923	922	921	920	919	918	917	916	915	914	913	912	911	910	909	908	907	906	905	904	903	902	901	900	899	898	897	896	895	894	893	892	891	890	889	888	887	886	885	884	883	882	881	880	879	878	877	876	875	874	873	872	871	870	869	868	867	866	865	864	863	862	861	860	859	858	857	856	855	854	853	852	851	850	849	848	847	846	845	844	843	842	841	840	839	838	837	836	835	834	833	832	831	830	829	828	827	826	825	824	823	822	821	820	819	818	817	816	815	814	813	812	811	810	809	808	807	806	805	804	803	80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Forms referred to in part IV. *See also*

Serial number in schedule.	Name of form.	PAGE.
<b>SCHEDULE II.</b>		
1	Register of letters received . . . . .	56
12	Register of letters despatched . . . . .	56
66	Counterfoil of receipt cheques . . . . .	49
<b>SCHEDULE VI.</b>		
63	Certificate to be signed by a magistrate or other judicial officer and forwarded with blood or semen-stained exhibits. . . . .	52
<b>SCHEDULE VIII.</b>		
31	Magistrate's general register of cases cognizable by the police. . . . .	52
47	Court officer's daily book of prisoners to be produced before magistrate. . . . .	49
<b>SCHEDULE IX.</b>		
31	Wound report . . . . .	51
<b>SCHEDULE XL (A).</b>		
4	Application for conditional pardon of approvers . . . . .	46
123	Daily under-trial case report of court officers . . . . .	46
124	Court officer's concise Memo. . . . .	46
125	Register of bail and recognizance bonds . . . . .	46
126	Application for remand . . . . .	46
127	Application for verification of antecedents of under-trial prisoners. . . . .	47
128	Register of all property received in the <i>malkhana</i> . . . . .	49
129	Post-mortem report . . . . .	49
130	Final Memo. showing result of trial and magistrate's final order. . . . .	53
131	Crime return compilation sheet . . . . .	54
132	Court officer's register of appeals . . . . .	55
133	Register of persons convicted of heinous offences . . . . .	55
134	Index to register of persons convicted of heinous offences. . . . .	55
135	Register of cases committed to sessions . . . . .	56
135A	Register of processes . . . . .	56
136	Quarterly return of serious crime . . . . .	56

**Daily under-trial case report of court officer.** (E. B. and A. Schedule XL (A), Form No. 123).—Referred to in rule 22.

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|---|--|
| <ol style="list-style-type: none"> <li>1. Name of Magistrate.</li> <li>2. Name of P. S.; number, and date of first information, date of final report; section of law.</li> <li>3. Name of prosecuting officer.</li> <li>4. Number of witnesses present, divided into (a) for prosecution, (b) for defence.</li> <li>5. Number of witnesses examined on the _____</li> </ol> | <ol style="list-style-type: none"> <li>6. Number of remands already granted.</li> <li>7. Reasons for present remand.</li> <li>8. Number of accused, divided into (a) committed to jail, (b) admitted to bail.</li> <li>9. Final orders—noting sentence and in the case of habituals, the number of previous convictions proved.</li> </ol> |
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*Explanation.*—This return is to be submitted daily to District Magistrate through S. P. In the event of remands not being granted to enable identity to be established or previous convictions proved, the fact will be carefully noted for District Magistrate's information.

**Application for conditional pardon of approvers** (E. B. and A. Schedule XL (A), Form No. 4).—Referred to in rule 34.

For details see page 16 of Part I.

**Court officer's concise memorandum.** (E. B. and A. Schedule XL (A), Form No. 124).—Referred to in rule 37.

1. Name of P. S.
2. Number and date of first information.
3. Number and date of charge sheet form.
4. Offence.
5. Number and date of case diaries.
6. Date of receipt of diaries, with explanation for delay.
7. Name of complainant.
8. Name of accused sent up, and whether identified.
9. Name of absconding accused.
10. Details of previous convictions.
11. Property stolen and recovered.
12. Name of investigating officer.
13. Whether finger prints of unidentified accused have been taken.
14. Below should be given details in the following sequence :—

(A) History of case, (B) Points to be proved, (C) Evidence available to prove each point. (B) and (C) should be given in parallel columns facing each other.

**Register of bail and recognizance bond.** (E. B. and A. Schedule XL (A), Form No. 125).—Referred to in rule 43.

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| <ol style="list-style-type: none"> <li>1. Consecutive number.</li> <li>2. Details of security and case.</li> <li>3. Name of party bound down.</li> <li>4. Date of magistrate's order.</li> <li>5. Date of bond.</li> <li>6. Date of expiry of period noted in bond.</li> </ol> | <ol style="list-style-type: none"> <li>7. Names of persons standing security.</li> <li>8. Number of times each security has stood before.</li> <li>9. Receipt of magistrate's clerk for bond after execution and return to the magistrate's office.</li> <li>10. Remarks.</li> </ol> |
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**Application for remand.** (E. B. and A. Schedule XL (A), Form No. 126).—Referred to in rule 54.



To

The Magistrate of \_\_\_\_\_

Dated the \_\_\_\_\_ 191 .

SIR,

I have the honour to apply for a remand of \_\_\_\_\_  
 days in the case of \_\_\_\_\_ No. \_\_\_\_\_ of \_\_\_\_\_  
 station, to enable me to \_\_\_\_\_

I have the honour to be,

SIR,

Your most obedient Servant,

Court Officer.

## Magistrate's Order.

Application for verification of antecedents of under-  
 trial prisoners. (E. B. and A. Schedule XL (A), Form No. 127.)—  
 Referred to in rule 55.

Memo. No. \_\_\_\_\_, dated \_\_\_\_\_ 19 \_\_\_\_.

COURT OFFICE.

\_\_\_\_\_  
Sub-division, \_\_\_\_\_ District.

THE POLICE OFFICER IN CHARGE  
OF

\_\_\_\_\_  
Sub-division, \_\_\_\_\_ District.

The person named on the reverse is undergoing trial in this district under § \_\_\_\_\_, I. P. C. The court officer is requested to verify the particulars given and inform this office as soon as practicable of the result of his enquiries. If the man was previously convicted, an authenticated copy of finding and sentence, together with the names and addresses of any persons who can identify him, should be sent. The case comes on for hearing on \_\_\_\_\_.

If the required information cannot be obtained in time to reach this office before the date fixed intimation to this effect should invariably be sent, if necessary, by wire.

Court Officer.

Memo. No. \_\_\_\_\_, dated \_\_\_\_\_ 19 \_\_\_\_.

REPLY.

To THE SUPERINTENDENT OF POLICE.

Dated \_\_\_\_\_ 19 \_\_\_\_.

SIR,

I have the honour to report that the person named below is under trial in this district in a case under § \_\_\_\_\_, I. P. C., to be heard on \_\_\_\_\_, and an application has this day been sent to the court officer of \_\_\_\_\_, for verification of his antecedents, and to request that you will be so good as to see that the application is returned duly verified on or before the date fixed for the hearing of the case :—

Name with *alias*.  
Father's name.  
Village.  
P. S.  
District.

I have the honour to be,

SIR,

Your most obedient servant,

Court Officer,  
\_\_\_\_\_  
Court.

Court Officer.



*Reverse of middle foil.*

1. Name and caste of accused (with *aliases*, if any) with father's name.
2. Age and personal description.
3. Residence :—Village, *thana*, *pargana*, with distance and direction of village from *thana*.
4. Name of *chaukidar*, *thikadar*, zamindar, and principal residents of village.
5. Left home on the \_\_\_\_\_, accompanied by \_\_\_\_\_.
6. Particulars of previous conviction if any showing date, sentence, and offence with § of Code.
7. Name of jail in which last imprisoned, with date of release.
8. Name of persons who can identify the accused as having been convicted in the cases mentioned in column 6.
9. Remarks.

*Court Officer.*

**Court Officer's daily book of prisoners to be produced before Magistrate.** (E. B. and A. Schedule VIII, Form No. 47).—Referred to in rule 67.

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. Number of warrant.</li> <li>2. Name of prisoner.</li> <li>3. Initials of jailor.</li> </ol> | <ol style="list-style-type: none"> <li>4. Initials of court officer.</li> <li>5. Order of magistrate.</li> </ol> |
|---|--|

**Register of all property received in the *malkhana*.** (E. B. and A. Schedule XL (A), Form No. 128).—Referred to in rule 72.

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1. Serial number.</li> <li>2. Date of receipt at court.</li> <li>3. <i>Thana</i> from which sent up.</li> <li>4. Parties concerned and monthly number of cases if any.</li> <li>5. Nature and description of property.</li> <li>6. Weight.</li> <li>7. Value, divided into money columns.</li> <li>8. Court officer's initials acknowledging receipt of property.</li> </ol> | <ol style="list-style-type: none"> <li>9. Order and its date.</li> <li>10. Manner of disposal with date and acknowledgment of owner.</li> <li>11. Property sold, divided into (a) date of sale and name of purchaser, (b) amount realised.</li> <li>12. Date of remitting money to the treasury.</li> <li>13. Remarks.</li> </ol> |
|---|---|

**Counterfoil of receipt cheque.** (E. B. and A. Schedule II, Form No. 66).—Referred to in rules 75 and 140.

For details see page 135 of Part V.

**Post-mortem report.** (E. B. and A. Schedule XL (A), Form No. 129).—Referred to in rules 77 and 78.

*Side headings in foil.*

Name.	Date and hour of despatch from village.
Sex.	Date and hour of arrival at dead house.
Age.	Date and hour of examination.
Caste.	Information furnished by police.
Whence brought.	By whom identified before medical officer.
Village.	Opinion of medical officer.
Thana.	
Name of Const. by whom brought and names of relatives accompanying.	

## COUNTERFOIL.

- |   |   |
|---|---|
| 1 Name, sex, age and caste.   | 7. Information furnished by police.               |
| 2 Whence brought, village and thana.                                  | 8. By whom identified before the medical officer. |
| 3 Name of Const. by whom brought and names of relatives accompanying. |   |
| Date and hour of { 4. Despatch.                                       |   |
| 5. Arrival at dead house.   |   |
| 6. Examination.   |   |

*N.B.*—Observe the state of all the organs and when no disease or injury is found, write "Healthy."

## I.—EXTERNAL APPEARANCES.

- |  |   |
|--|---|
| 1. Condition of subject—stout, emaciated, decomposed, etc. | 3. Bruises—position, size and nature.         |
| 2. Wounds—position, size, character.                       | 4. Mark of ligature on neck, dissection, etc. |

## II.—CRANIUM AND SPINAL CANAL.

- |                                 |                           |
|---------------------------------|---------------------------|
| 1. Scalp, skull, and vertebrae. | 3. Brain and spinal cord. |
| 2. Membranes.                   |                           |

*NOTE.*—The spinal canal need not be examined, unless any indication of disease or injury exists.

## III.—THORAX.

- |                                |                 |
|--------------------------------|-----------------|
| 1. Walls, ribs and cartilages. | 4. Right lung.  |
| 2. Pleurae.                    | 5. Left lung.   |
| 3. Larynx and trachea.         | 6. Pericardium. |
|                                | 7. Heart.       |
|                                | 8. Vessels.     |



## IV.—ABDOMEN.

1. Walls.
2. Peritoneum.
3. Mouth, pharynx and œsophagus.

4. Stomach and its contents.
5. Small intestine and its contents.
6. Large intestine and its contents.
7. Liver.
8. Spleen.
9. Kidneys.
10. Bladder.
11. Organs of generation, external and internal.

*On reverse.*

## MUSCLES, BONES AND JOINTS.

1. Injury.
2. Disease or deformity.

3. Fracture.
4. Dislocation.

More detailed description of injury or disease.

Opinion of native doctor as to cause of death.

Signed \_\_\_\_\_

Native doctor of \_\_\_\_\_

Remarks by Civil Surgeon.

The day of \_\_\_\_\_ 191 .

Signed \_\_\_\_\_

Civil Surgeon of \_\_\_\_\_

**Wound report.** (E. B. and A. Schedule IX, Form No. 31).—Referred to in rule 90.

No. , dated the 191 .

From—

To—The CIVIL SURGEON OF

Dated the

191 .

SIR,

I have the honour to request the favour of your examining sent to hospital on the \_\_\_\_\_.

Please fill up the columns on the reverse of this letter, and return it to me with such remarks as you may consider necessary to show clearly your opinion of the cause of \_\_\_\_\_.

All that is at present known of the case is as follows:—

SUDPT.'S OFFICE; }

The 191 . }

I have the honour to be,

SIR,

Your most obedient Servant,

*N.B.*—Please send me immediate notice if there is any fear of the case terminating fatally, or should unfavourable symptoms set in at any later period, in order that no time may be lost in having the dying declaration of the patient recorded on oath by a magistrate.

(Reverse.)

- |   |  |
|---|--|
| 1. Nature of injury, <i>i.e.</i> , whether a cut, a bruise, or a burn, etc.<br>2. Size of each injury in inches, <i>i.e.</i> , length, breadth and depth.<br>3. On what part of the body inflicted. | 4. Slight, severe or dangerous.<br>5. By what kind of weapon inflicted.<br>6. Remarks. |
|---|--|

**Certificate to be signed by a magistrate or other judicial officer and forwarded with blood or semen-stained exhibits. (E. B. and A. Schedule VI, Form No. 63).—Referred to in rule 87.**

Certified that a Chemical Examiner to Government has permission of the court to remove, if necessary, portions of the exhibits connected with the case of *Emperor versus* for the purpose of applying chemical tests.

**NOTE.**—This certificate must be signed by a magistrate or other judicial officer, and is to be appended by the Chemical Examiner to his report on the case and filed with the records.

**Magistrate's general register of cases cognizable by the police. (E. B. and A. schedule VIII, Form No. 31).—Referred to in rule 106.**

(To be maintained in courts of district and sub-divisional magistrates and to be preserved for seven years.)

First information of case.	1. Serial No. for the year.	Result of police investigation.	Date of	10. Final report.
	2. P. S.			11. Submission to magistrate.
	3. P. S. number.			12. Showing arrests made, etc.
	4. Occurrence.			13. Crime established before police with section, etc.
Date of	5. Information to police.	Orders passed with date.	Date of	14. Form of final report.
	6. Report before magistrate.			15. Preliminary.
	7. Crime as reported to police, with section of Penal Code or other law.			16. Final.
	8. Names of parties concerned.			17. Remarks.
Date of	9. Magistrate's initials.			

**N.B.—NOTE 1.**—Every order of transfer shall be entered in column 15.

„ **2.**—The dates of adjournment of each case should also be noted in column 15.

„ **3.**—The result of any appeal or application for revision should be entered in the column for remarks.



Final memo. showing the result of trial and magistrate's final order. (E. B. and A. Schedule XL (A), Form No. 130).—Referred to in rule 110.

Counterfoil.	For Superintendent's office.	For P. S.
<p><i>Final Memo. of cases sent to P. S. and S. P. by court officer for reference.</i></p> <p>Number and date of first information report.</p> <p>P. S.</p> <p>Number, description and date of final form.</p> <p>Date of sending Memo. to P. S.</p> <p>Date of sending Memo. through circle police officer to S. P.</p> <p>Whether identified or not.</p> <p>If a reconviction, all former convictions, place of conviction, crime, sentence, date, and place of residence—village, P. S., and district.</p> <p>Whether F. P. slips prepared or not.</p> <p>Signature of court officer with date.</p>	<p><i>Final Memo. of cases to be sent by court officer through circle police officer to S. P.</i></p> <p>P. S.</p> <p>Number and date of first information.</p> <p>Complainant.</p> <p>Accused.</p> <p>Section of I. P. C.</p> <p>Number, description and date of final form.</p> <p>Amount stolen.</p> <p>Amount recovered.</p> <p>Final order of magistrate regarding accused, with crime established and sentence if any, with date.</p> <p>Magistrate's order concerning discharge of bail, sureties, recognizances, etc.</p> <p>Final order of magistrate regarding property taken possession of by the police in the case.</p> <p>Magistrate's order if convicted criminal is to be kept under surveillance.</p> <p>Magistrate's order on each absconded offender; if warrants to issue or not.</p> <p>Remarks on the conduct of police. S. P.'s order as to whether the convict is to be placed under surveillance and a history sheet opened.</p> <p>Whether identified or not.</p> <p>No. of entry in village crime note book (conviction register.)</p> <p>If a reconviction, all former convictions, place of conviction, crime, sentence, date, and place of residence—village, P. S. and district.</p> <p>No. of entry in surveillance register.</p> <p>No. of history sheet.</p> <p>Whether F. P. slips prepared or not.</p>	<p>The third copy with headings similar to those in the S. P.'s copy.</p>

*On the reverse of P. S. copy.*

Descriptive roll of the convict.

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1. Name including <i>aliases</i>, if any, and caste of convict.</li> <li>2. Father's name.</li> <li>3. Residence { Former.</li> <li>                  { Present.</li> <li>4. Profession or trade.</li> </ol> | <ol style="list-style-type: none"> <li>5. Age or supposed age.</li> <li>6. Height.</li> <li>7. Personal description including any personal peculiarities, scars, birth marks, etc.</li> </ol> |
|---|---|

*Court Officer.*

**Crime return compilation sheet.** (E. B. and A. Schedule XL (A), Form No. 131). — Referred to in rule 116.

P. S. OR INDEPENDENT O. P.

Details of cases.	1. Consecutive No.	Details of persons.	24. Persons in police custody or on bail under § 170, Cr. P. C. at beginning of year as concerned in cases reported to or in cases taken up by the police.		
	2. Number of cases in magistrate's general register of cases, or register of unimportant cases, or register of complaints.		25. Arrested by the police during the year.		
	3. Number pending from previous year.		26. Released under § 169, Cr. P. C.		
	4. Number reported in the year.		27. Released by magistrate's order before trial.		
	5. Number in which investigation was refused.		28. Number of persons tried.		
	6. Number remaining for investigation.		29. Number convicted.		
	7. Number proved or declared to be false.		30. Number acquitted or discharged.		
	8. Number due to mistakes of law or fact or declared non-cognizable.		31. Number of persons evading arrest at close of year.		
	9. Number pending at end of year.		32. Number in custody or on bail at end of year.		
	True cases		10. Convicted.	Persons concerned in magistrate's cases.	33. Number arrested.
11. Acquitted.		34. Number convicted.			
12. Not detected or apprehended.		35. Number acquitted or discharged.			
13. Total true cases, columns 5+10+11+12.		36. Number of persons prosecuted for false complaints.			
14. Total magistrate's true cases.		37. Number of such persons convicted.			
15. Total magistrate's cases convicted.		38. Number of such persons pending trial at close of year.			
16. Grand total of true cases (columns 14 and 15).		39. Number of cases in which property was stolen.			
17. Number of cases acquitted on appeal or revision.		40. Number of cases in which property was recovered.			
Result of proceedings for false complaint.		18. False cases in which prosecution instituted.	Detail of property for statement C.		41. Amount of property stolen.
		19. Convicted for false complaints.			42. Amount of property recovered.
	20. Pending at close of the year.	43. Number of remands shown in magistrate's trial register.			
	21. Cases in which compensation was awarded under § 250, Cr. P. C.	For departmental reports and returns.			
	22. Cases reported by police as false but declared true cognizable by Magistrate.				
	23. Cases reported by police as true but declared maliciously false by magistrate.	REMARKS. Spare columns. (Here add such additional columns as may be necessary.)			

**N.B.**—Columns 1 and 2 are required for references only.

Cases reported direct to police should be shown in columns 3 to 13 and will give figures for columns 4 to 14 of statement A.1. Cases instituted on complaints made to a magistrate, whether referred by him to the police or not, will, if found true, be shown in column 14, and if they result in conviction in column 15 also, but nowhere else; if found untrue and dropped by the magistrate they will not appear in the statement. The possible case of a complaint made to a magistrate and referred to and found false by the police which nevertheless is taken up by the magistrate and result in a conviction will appear both in columns 14 and 15.—(G. O. No. 839, dated 12th September 1905.)

Column 12 will show all undetected cases.



Columns 24 to 35 are explained by the headings.		Column 24 will give figures for Column 4 of A II.			
		25	26	27	28
		29	30	31	32
		33	34	35	

Columns 36, 37 and 38 will give information for departmental reports and returns.

Columns 39 to 42 will give figures for statement C, the value entered should ordinarily be that reported by the complainant, but the opinion of the court if expressed will be followed. Value estimated by a divisional or sub-divisional magistrate may be entered instead of that reported if thought advisable in particular cases and actual value should be entered both in columns 41 and 42 when specific property is recovered.

**Court officer's register of appeals.**—(E. B. and A. Schedule XL (A), Form No. 132).—Referred to in rule 120.

- |   |   |
|---|---|
| 1. Date of receipt of notice.                     | 6. Date fixed for hearing of appeal.  |
| 2. Date of notice of appeal.                      | 7. Result of appeal.  |
| 3. Names of parties.                              | 8. Remarks—showing what steps, if any, have been taken to support the conviction. |
| 4. Court against whose order appeal is preferred. |   |
| 5. Sentence with date and section.                |   |

**Register of persons convicted of heinous offences.** (E. B. and A. Schedule XL (A), Form No. 133).—Referred to in rule 121.

- |  |  |
|--|--|
| 1. Serial Number.  | 10. Of what offence convicted.   |
| 2. Name of the convict including <i>alias</i> , if any, and caste.                     | 11. Date of conviction.  |
| 3. Father's name.  | 12. Sentence passed and by what court convicted.   |
| 4. Residence, divided into (a) present, (b) former.                                    | 13. Date of previous conviction (if any) and section of the law under which convicted and by what court convicted. |
| 5. Profession or trade.  | 14. Name of identifying witnesses.   |
| 6. Number on general or complaint register.  | 15. Whether impressions taken or not.  |
| 7. Age or supposed age.  | 16. Date of forwarding extract to native district.   |
| 8. Height.   | 17. Remarks.   |
| 9. Personal description including any personal peculiarities, scars, birth marks, etc. |  |

**Index to register of persons convicted of heinous offences.** (E. B. and A. Schedule XL (A), Form No. 134).—Referred to in rule 128,

- |   |                   |   |
|---|-------------------|---|
| 1. Name of convict with <i>aliases</i> , if any, and caste. | 2. Father's name. | 3. Page and volume of district register in which conviction is entered. |
|---|-------------------|---|

**Register of cases committed to sessions.** (E. B. and A. Schedule XL (A), Form No. 135).—Referred to in rule 136.

(To be kept at head-quarters court for the whole district.)

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. Serial number (annual).</li> <li>2. Name of committing officers and court.</li> <li>3. Date of commitment.</li> <li>4. Section under which committed.</li> <li>5. Name of P. S. and date of first information and charge sheet.</li> <li>6. Names of parties.</li> </ol> | <ol style="list-style-type: none"> <li>7. Date fixed for trial.</li> <li>8. Final order with section and date.</li> <li>9. Date fixed for appeal by High Court.</li> <li>10. Final order of appellate court.</li> <li>11. Remarks.</li> </ol> |
|--|---|

**Register of processes.** (E. B. and A. Schedule XL (A), Form No. 135A).—Referred to in rule 137

(To be kept in the courts of District and sub-divisional magistrates and to be preserved for three years.)

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. Serial number of process.</li> <li>2. Nature of process.</li> <li>3. Court from which the process is issued.</li> <li>4. Number and nature of case.</li> <li>5. Name of person on whom to be served.</li> <li>6. Place and distance from court.</li> <li>7. Number of duplicate processes accompanying the original.</li> <li>8. Date of deposit of <i>talabana</i>.</li> </ol> | <ol style="list-style-type: none"> <li>9. Date of receipt by court officer.</li> <li>10. Date of delivery to serving officer.</li> <li>11. Name of serving officer.</li> <li>12. Number of days allowed for service.</li> <li>13. Date of actual service.</li> <li>14. Date of return to court officer.</li> <li>15. Date of return to court.</li> <li>16. Signature of clerk of the court.</li> <li>17. Remarks.</li> </ol> |
|---|--|

**Register of letters received.** (E. B. and A. Schedule II, Form No. 1).—Referred to in rule 139.

For details see page 195 of part II.

**Register of letters despatched.** (E. B. and A. Schedule II, Form No. 12).—Referred to in rule 139.

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. Date.</li> <li>2. To whom addressed.</li> <li>3. Post town.</li> </ol> | <ol style="list-style-type: none"> <li>4. Contents of cover.</li> <li>5. Amount of postage divided into money columns.</li> </ol> |
| <ol style="list-style-type: none"> <li>6. Remarks.</li> </ol>  |   |

**Quarterly return of serious crime.** (E. B. and A. Schedule XL (A), Form No. 136).—Referred to in rule 142.



(Excluding the covering page this return is divided into seven pages.)

Covering page.

Return of serious crime for the quarter ending the \_\_\_\_\_ 191

\_\_\_\_\_ District.

The \_\_\_\_\_ 19 \_\_\_\_\_ Superintendent of Police.

(Countersigned.)

The \_\_\_\_\_ 19 \_\_\_\_\_ Magistrate.

Page 1.

Name of the form only.

Pages 2 and 3.

<p>1. Crime.</p> <p>Reported {</p> <p>2. During the quarter.</p> <p>3. During the corresponding quarter of the previous year.</p> <p>4. Investigation refused under § 157, Cr. P. C.</p>	<p>Number supervised on the spot.</p>	<p>5. By Ss. P.</p> <p>6. By Astt. S. P. or Dy. Ss. P.</p> <p>7. By Insp.</p>
<p>Total number of true cases reported up to date from 1st January.</p>		<p>8. This year.</p> <p>9. Last year.</p> <p>10. Remarks.—Important fluctuations under each class should be explained. If in any case of murder fire-arms were used the fact should be mentioned. Professional dakaities should be distinguished from other dakaities. The number of riots attended with loss of life should be stated, and if the S. P. was unable to supervise the case, the reason should be given. Brief particulars should be given on reverse of all cases of serious riot, and if the riot has arisen from a land dispute it should be mentioned whether prosecution is being instituted under § 154 or 156, I. P. C.</p>

N. B.—Columns 2 and 3 include cases entered as false, non-cognizable, etc. Columns 8 and 9 exclude such cases.

*Side headings under column 1.*

Murder.	Robbery.		Burglary without	Riot.
Dakaiti { River.	Burglary	with	theft and attempts.	Obstruction on Rail-
{ Others.	theft.		Thefts.	ways and at-
				tempts to derail
				trains.

*Page 4.*

(Brief particulars of serious riots.)

*Pages 5 and 6.*

Statement of reconversion for the quarter ending the \_\_\_\_\_ 191 .

- |   |   |
|---|---|
| 1. Monthly number of case with name of P. S.<br>2. Name of accused.<br>3. Previous convictions.<br>4. Present conviction. | 5. Whether provision of § 565, Cr. P. C., applied, and if so, the duration of the order.<br>6. Remarks (if in any case § 75, I. P. C., or § 565, Cr. P. C., was not applied, the reason should, if possible, be given). |
|---|---|

*N.B.*—Add extra page if necessary.

*Page 7.*

Statement of bad livelihood cases for the quarter ending the \_\_\_\_\_ 191 .

(The number of cases under §§ 109 and 110, Cr. P. C., should be shown separately.)

- |                                |   |             |
|--------------------------------|---|-------------|
| Pending from previous quarter. | } | 1. Cases.   |
| Number instituted.             |   | 2. Persons. |
| Number convicted.              | } | 3. Cases.   |
|                                |   | 4. Persons. |
|                                | } | 5. Cases.   |
|                                |   | 6. Persons. |

- |   |   |              |
|---|---|--------------|
| Number discharged or acquitted.   | } | 7. Cases.    |
| Number pending.   |   | 8. Persons.  |
|   | } | 9. Cases.    |
|   |   | 10. Persons. |
| 11. Number of cases tried locally.  |   |              |
| 12. Average duration from date of application to magistrate of cases disposed of. |   |              |









Number of correction slip with date.	Rule added to or cor- rected.	Number of correction slip with date.	Rule added to or cor- rected.	Number of correction slip with date.	Rule adde to or cor- rected.



Number of correction slip with date.	Rule added to or cor- rected.	Number of correction slip with date.	Rule added to or cor- rected.	Number of correction slip with date.	Rule added to or cor- rected.





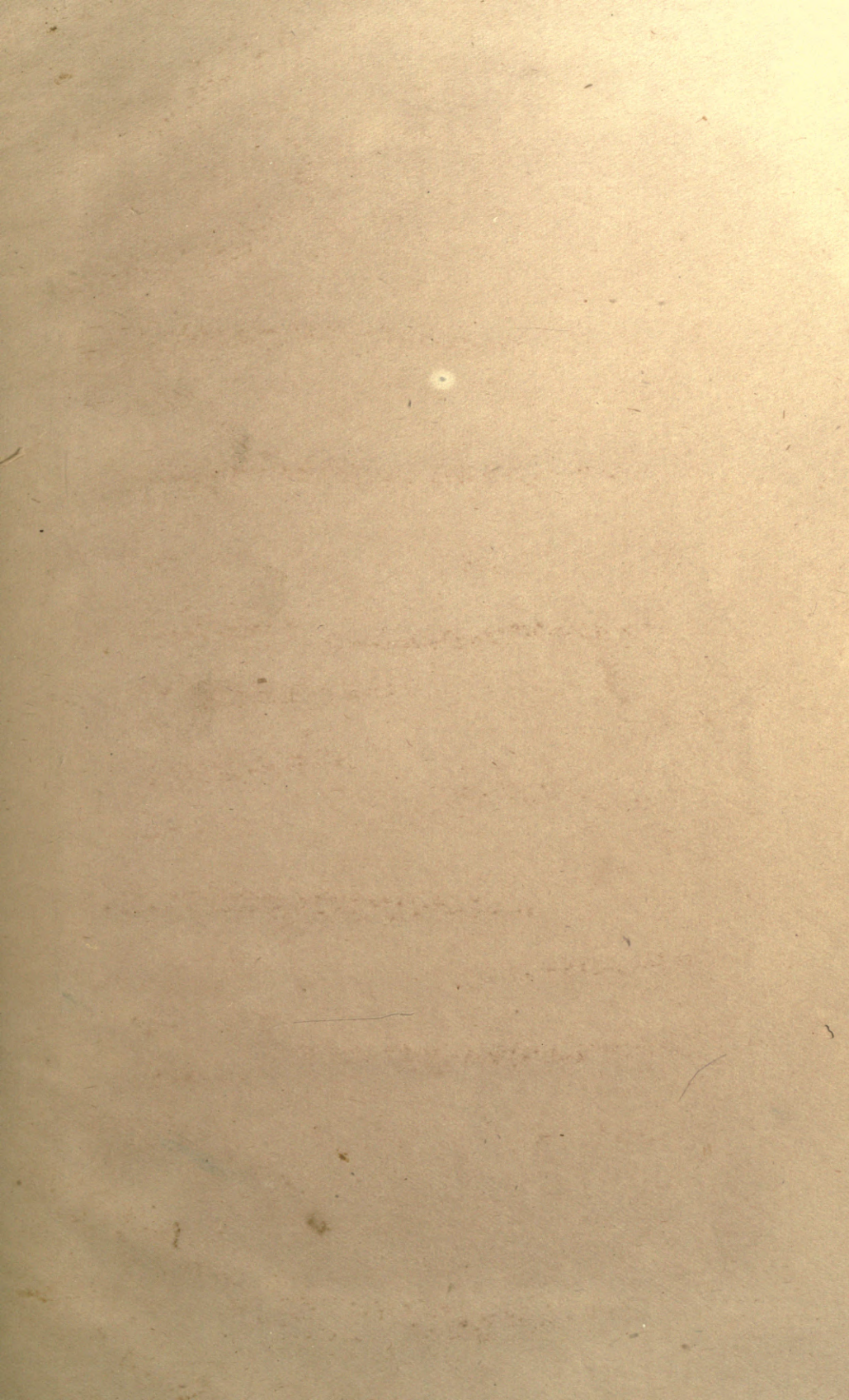


Number of corrections with date	Number of corrections with date	Number of corrections with date	Number of corrections with date	Number of corrections with date
---------------------------------------	---------------------------------------	---------------------------------------	---------------------------------------	---------------------------------------

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